

St. Vladimir's Orthodox Theological Seminary

Position Announcement for Staff Accountant/Financial Aid Administrator

Position: Staff Accountant/Financial Aid Administrator

Status: Full-time, exempt

Reports to: Chief Financial Officer and Associate Dean for Academics

Summary of Position: The Staff Accountant is responsible for assisting with accounts payable and receivable functions on a daily basis, along with monthly investment reconciliations, payroll journal entries, and bank reconciliation review. The Staff Accountant will also maintain departmental budgets and prepare and distribute monthly reports to the departments. This position will also be responsible for Financial Aid Administration and report to the Associate Dean for Academic Affairs.

Areas of Responsibility and Duties

The duties of the Staff Accountant/Financial Aid Administrator include (but are not limited to):

- Setting up tuition and fee schedules in preparation for managing student billing process;
- Preparation of student billing invoices at beginning of each semester;
- Collection of student financial aid requests and evaluation of needs and recommendation of awards to Financial Aid Committee on semi-annual basis;
- Utilization of federal and internal software to process financial aid
- Formulation and distribution of financial aid awards;
- Inputting payables invoices as received;
- Weekly check run;
- Preparation of daily deposits from students and SVS Press/Bookstore;
- Input of cash receipts into Blackbaud Financial Edge;
- Input of semi-monthly payroll journal entries;
- Generation of monthly student statements and departmental actual vs. budget reports;
- Other work-related duties as assigned.

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Requirements/Skills

The successful candidate will possess the following:

- Bachelor's degree in accounting required, master's degree preferred;
- Three to five years of experience as bookkeeper or staff accountant in a not-for-profit organization, preferably in a theological education institution;
- Expertise in use of Microsoft Office software products including, but not limited to, Word, Excel, and Powerpoint, and general ledger and student information software systems; Knowledge of databases and information systems is a plus;
- Excellent interpersonal/written communication skills;

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- Strong organizational skills with the ability to prioritize and meet deadlines;
- Ability to work both independently on individual projects and as a member of a team with emphasis on collaboration and tact; professionalism, confidentiality and flexibility are critical to success in this role.

Application Instruction

Please email a cover letter expressing interest in the position, being as specific as you can while detailing relevant professional experience, education, and training, along with a resume. Include in your application the names and contact information of at least four professional references and email it to mringa@svots.edu.