

# Sterling College

Working Hands. Working Minds.

## POSITION DESCRIPTION

### Staff Accountant

The Staff Accountant reports to the Controller and is part of a three-person team responsible for the finance and accounting activities of the College. Working together with and under the direction of the Controller, the Staff Accountant is responsible for day-to-day accounting activities including student billing, maintaining accounts receivable and accounts payable, posting journal entries, processing payroll, and other responsibilities of the business office.

#### Primary responsibilities may include:

- Maintaining vendor relationships, reviewing and recording invoices and processing accounts payable paperwork for a weekly check run;
- Working closely with the financial aid office to prepare and process accurate and timely student bills;
- Recording and managing accounts receivable and ensuring that financial aid and student payments are collected and accurately applied in accordance with stated terms;
- Preparing journal entries for transfers between departments;
- Maintaining employee credit card transactions and payments;
- Maintaining purchase order records;
- Reconciling bank accounts and petty cash account;
- Processing of payroll and health and retirement benefits;
- Managing office/classroom supplies and making purchases to ensure adequate stock on hand;
- Using accounting software or Excel spreadsheets to create customized reports as directed by the Controller;
- Assisting with maintaining the fixed asset schedule and recording depreciation;
- Assisting with gathering documents for the annual audit;
- Performing other accounting or administrative tasks as directed by the Controller.

#### Required Qualifications include:

- Strong personal interest in and commitment to the environmental stewardship mission of Sterling College.
- An undergraduate degree in accounting or business or comparable work experience;
- Solid experience working with financial data, unquestionable integrity and extreme attention to detail;
- Ability to manage multiple tasks and to work quickly and accurately in a fast-paced work environment;
- Proficient with Microsoft Excel;

- Strong customer service and communication skills and a positive “can do” attitude;
- Experience with Blackbaud software or similar accounting system.

**About Sterling College:**

Founded in 1958, Sterling College is the leading voice in higher education for environmental stewardship and rural place-based education. The College was among the first liberal arts colleges in the United States to focus on sustainability through academic majors in Ecology, Environmental Humanities, Sustainable Agriculture & Food Systems, and Outdoor Education. Among the smallest colleges in the nation, Sterling is home to the innovative School of the New American Farmstead and the Wendell Berry Farming Program, is accredited by the New England Association of Schools and Colleges, and is one of only eight federally recognized Work Colleges in the nation. More information can be found at [www.sterlingcollege.edu](http://www.sterlingcollege.edu).

**Position Details**

This is a full-time, exempt, at-will position. Hours and days of work are Monday through Friday, 8:30 a.m. to 5:00 p.m. with occasional weekend and/or evening commitments.

The finalist must submit to credit and criminal pre-employment screening.

Sterling College is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.

**Application Instructions:**

Sterling College invites applications for a full-time staff position as a Staff Accountant beginning immediately. Please submit a cover letter together with a resume and the names and contact information of three professional references to Elizabeth Brock ([ebrook@sterlingcollege.edu](mailto:ebrook@sterlingcollege.edu)). Review of applications will begin January 15, 2019. The position will remain open until filled.