



COLLEGE *of the* OZARKS®

Senior Accountant Position

College of the Ozarks invites applications for an experienced accounting professional to join our accounting team and fill the role of Senior Accountant.

Summary

This position plays a vital role as a member of the accounting team working in a fast-paced environment while supporting the Controller and exercising discretion with sensitive information. Serving both internal and external customers, our goal is to provide outstanding customer service in the form of reliable, accurate information on a timely basis with a smile.

Job Responsibilities

- Day-to-Day General Ledger Maintenance.
- Prepare bank reconciliations.
- Collaborate with Financial Aid and Advancement to administer, track, and steward scholarship funds.
- Manage Endowment Software, Adavico.
- Assist with financial Surveys as needed.
- Support month-end and year-end closing process and related financial reporting.
- Assist in the coordination and preparation of Annual Audits.
- Assist in the preparation of required federal, state, and informational tax filings.
- Prepare work comp insurance reporting and assist with audit requirements.
- Develop and maintain internal accounting policies.
- LLCs monthly maintenance, reconciliations, report creation/management, and tax filing requirements.

Required Qualifications and Experience

- Degree in Accounting or related field, or equivalent experience.
- Strong understanding of accounting principles and practices.
- Proficiency in accounting software and Microsoft Office.
- Experience with accounts payable and receivable, financial reporting, and account reconciliation.
- Ability to analyze financial data and prepare reports.
- Excellent written and verbal communication skills.

Preferred Qualifications and Experience

- Experience in Higher Education or nonprofit accounting.
- Experience using Jenzabar and Adavico programs
- CPA certification or intent to obtain designation.

College of the Ozarks is a small (1500 students) liberal arts, work-study college with a commitment to Christian faith and service. The successful candidate will support the Academic, Vocational, Christian, Cultural, and Patriotic mission pillars of the College. This is a full time (year-round) non-exempt position and includes benefits such as paid medical insurance, retirement (403b), and vacation/sick paid time off. The successful applicant must pass a background check. Please submit applications and resumes to Human Resources, College of the Ozarks, PO Box 17, Point Lookout, MO 65726 or e-mail hr@cofo.edu. Review of applications will begin immediately and continue until the position is filled.