

Posted: 01/11/2022

Salary Range: \$45,000.00 - \$50,000.00

Status: Exempt, Full-time



[The College of Idaho](#) invites applications and recommendations for a **Payroll/Staff Accountant**. As a member of the [business office](#) team this position is responsible for processing payroll and general accounting activities, accurate and timely compilation of financial information, processes journal entries into various accounts reconciles reports and financial data.

## **Essential Functions**

### **General Ledger**

- Records, classifies, and summarizes financial transactions and events for college operations in accordance with generally accepted accounting principles.
- Prepares all assigned reconciliations (e.g., bank and payroll liability reconciliations) and journal entries within set deadlines.
- Timely follow-up and resolution of reconciling items.
- Compiles financial information and assists in the preparation of reports.
- Prepare audit work papers within area of responsibility including financial audit and 403(b) Retirement Plan audit.

### **Payroll**

- Process the College's Payroll including distribution and collection of time sheets, both manual and electronic, verifies accuracy and appropriate authorization of time sheets, payroll processing and payroll distribution via check and EFT.
- Prepare federal and state government mandated reports, including tax withholdings and gross salaries for unemployment and pension-related issues.
- Initiate payment of federal and state payroll taxes on payday.
- Prepare and reconcile payroll bills and other charges on a monthly basis to ensure checks are cut by deadline.
- Prepare and distribute W-2's and 941's on an annual/quarterly basis.

### **Fixed Assets**

- Responsible for classifying and accounting for College's fixed assets as well as adding additions as needed.
- Confers with faculty and staff to determine disposals.
- Responsible for amortization and depreciation schedules and entries.
- Prepares monthly PP&E and other capital related reporting for management.

### **Other**

- Be current on industry changes as it related to areas of responsibilities.
- Prepares audit schedules as assigned.
- Coordinate Property Tax payments and related schedules.
- Cross-train various functions within the Business Office.
- Additional duties as assigned.

## **Knowledge, Skills, and Abilities**

- Excellent communication skills, both oral and written, in English
- Ability to maintain a high level of customer service
- Must be a self-starter, highly motivated, and capable to work with minimal supervision.
- Completes projects and assignments by provided deadlines
- Ability to apply and adapt to established accounting procedures to a variety of accounting transactions, problems, and situations
- Ability to analyze and interpret accounting records
- Knowledge of generally accepted accounting principles (GAAP)
- Knowledge of Microsoft Office suite

- Accuracy and attention to detail while adhering to guidelines, performance standards and policies
- Must possess a strong work ethic and unquestioned personal integrity

### **Qualifications**

- Knowledge of accounting policies and procedures
- Bachelor's degree in accounting or related field of study or equivalent combination of education and/or experience can be substituted in place of conferred degree
- 2 or more years of payroll experience; experience in similar accounting capacity may be considered in place of payroll experience
- 2-3 years of accounting experience with demonstrated knowledge of accounting functions and procedures
- Experience with higher education or fund accounting is a plus
- Experience with accounting software systems required, experience with Colleague preferred; Proficiency with Microsoft suite. Must possess a comfort level in learning new programs, systems and web-based services.
- The ability to receive or communicate confidential or sensitive information with high level of discretion required
- Must possess a current valid driver's license, be vehicle insurable with a good driving record in accordance with The College of Idaho's vehicle policy.

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of their employment without sponsorship from The College of Idaho.

A complete application will include a current résumé, cover letter addressing qualifications for the position, and the names and contact information of three (3) references, two (2) management and one (1) professional to [hr@collegeofidaho.edu](mailto:hr@collegeofidaho.edu). ***Application review will begin immediately.*** Applications will be accepted until suitable candidates are selected. Additional information may be requested of qualified candidates as we move through the applicant review process.

With over 125 years of history, The College of Idaho is a regional and national leader in higher education. The College of Idaho is an [inclusive community](#) of exceptional learning that challenges the ambitious and forges pathways to success and purpose.

The College of Idaho is proud to be an equal opportunity employer. We are committed to attracting, retaining, and maximizing academic excellence through a diverse and inclusive workforce.