

Posted: 03/23/2023

Annual Salary: \$50,000.00 - \$55,000.00

Status: Exempt, Full-time



[The College of Idaho](#) invites applications and recommendations for a **Staff Accountant**. As a member of the [Business Office](#) team, this position is responsible for general accounting activities, accurate and timely compilation of financial information, processes journal entries, completes reconciliations, reconciles reports and provides financial data.

With general direction, utilizing an understanding of (GAAP) accounting principles, the Staff Accountant performs accounting activities to record, classify, and summarize financial transactions as well as maintain fixed asset subsidiary ledger activities. They will be responsible for training and monitoring of Pcard compliance and reconciling bank accounts against the general ledger. They will participate in month-end and year-end closing, and prepare annual audit work papers within the assigned area of responsibility.

The successful candidate will be able to apply and adapt to established accounting policies and procedures to a variety of accounting transactions, issues, and situations. They will have experience with accounting software systems and have a comfort level in learning new programs, systems and web-based services. They will possess a Bachelor's degree in accounting or related field of study or have an equivalent combination of education and relatable experience.

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 current valid driver's license is also required and candidate must be vehicle insurable.

The College of Idaho offers competitive benefits including tuition waiver for dependents, health insurance, retirement plan with employer match after one year of employment, generous paid time off, free access to on-campus fitness centers, and free admission to campus events.

A complete application will include a current résumé, cover letter addressing qualifications for the position and a description of the skills and experience you have that will contribute to your ability to successfully work in a diverse campus community. Please also include the names and contact information of three (3) references, two (2) management and one (1) professional to hr@collegeofidaho.edu. *Application review will begin immediately.* Applications will be accepted until suitable candidates are selected.

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.