



Accounting Manager

Point University is a private liberal arts institution that educates our students within a Christian worldview so they are equipped to take their faith into the marketplace and all of life while achieving their professional goals. We are training the next generation of Christian leaders to take the cross to more job sites, churches, industries, and nations than ever before.

The Accounting Manager position is responsible for serving as a team leader in the business office and ensuring the department creates accurate and timely financial records for the institution.

Responsibilities and Primary Activities:

- Works with the Chief Financial Officer and Controller on appropriate fiscal strategies for the organization.
- Reviews and records electronic pushes from Paycom Payroll System, the Campus Nexus Student Management System pushes for student financial activity into the Great Plains General Ledger software.
- Supervises the Accounts Payable Department.
- Drawdowns of cash from the Federal Department of Education G 5 System
- Reviews records of accounts to ensure accuracy, and reconciles significant accounts with general ledger
- Develops and documents systems for the maintenance of financial records, making use of current technologies.
- Creates forms and manuals for accounting and bookkeeping personnel.
- Supports monthly close process, as well as quarterly and year-end close as needed.

Minimum Qualifications:

- Bachelor's degree in accounting from accredited institution
- CPA
- Financial Management and Reporting experience
- Strong Problem Solving/Analysis skillset
- Technical Capacity-Business applications for general ledger, database management, advanced use of MS Excel
- Excellent Communication proficiency – both written and spoken

Preferred Qualifications

- MBA or MS Accounting
- Great Plains Experience