



Accountant Job Description

DIVISION/DEPARTMENT: Office of Business Affairs	DATE TO BE FILLED: Immediately
REPORTS TO: Vice President for Business Affairs	SALARY: Commensurate with Experience

SUMMARY

The Accountant maintains, analyzes, and reports specific accounting functions to related departments, administration, and external agencies and conducts financial, operational, and compliance reviews to ensure consistency with the institution's financial policies and procedures.

REQUIREMENTS

- Bachelor's degree in business administration or accounting (or equivalent course work)
- Extensive knowledge of the theories, principles, methods, and procedures of professional accounting
- Must have good written and verbal communication skills, work well within a team, have the ability to handle sensitive and confidential issues professionally.
- Ability to evaluate complex accounting problems and to analyze and interpret complex accounting records
- Skill in the operation of office accounting machines and equipment

RESPONSIBILITIES

The Accountant performs specialized professional accounting functions usually of a large and/or complex nature across Financial Affairs

- To maintain, analyze, and report specific accounting functions to related departments, administration, and external agencies.
- To conduct financial, operational, and compliance reviews to ensure consistency with the institution's financial policies and procedures.
- To resolve difficult compliance issues and advise departments and administration regarding issues.
- To provide information, clarification, and assistance regarding the accounting process as requested by administrators, departmental personnel, and outside or internal auditors.
- To develop reports and consult with departments concerning financial and accounting functions.
- To identify, analyze, interpret, and ensure appropriate treatment of financial transactions.
- To gather data and prepare specialized financial reports regarding the accounts for internal and external purposes.

**This job description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties.

ABOUT US

Rust College is a historically black college located in Holly Springs, Mississippi. Rust is a private, coeducational, four-year, residential, comprehensive Liberal Arts institution, affiliated with the United Methodist Church. Founded in 1866, the college faculty, staff and students are comprised of diverse, social, cultural, ethnic, racial, and national backgrounds. The college is located 35 miles east of Memphis, TN with forty-seven buildings on a one hundred twenty-six-acre campus. Often referred to as the "citadel on the hill", the campus and historic town provide the perfect backdrop for fulfillment of the mission to equip and inspire students for excellence and service in their communities and throughout the world.

RUST COLLEGE IS AN EQUAL OPPORTUNITY\AFFIRMATIVE ACTION EMPLOYER

SPECIAL INFORMATION

The Federal Government requires that every individual hired since May 31, 1987, complete the I-9. This requirement is in response to the Immigration Reform and Control Act of 1986. Form I-9 has been developed to verify that persons are eligible to work in the United States.

TO APPLY

Persons interested in the above position should submit a cover letter, resume, unofficial transcript of the highest educational level completed, and three references, including contact information, to careers@rustcollege.edu.

(Please put the job title in the subject line; you may attach your materials as Word or PDF documents).

Mrs. Angela Williams, AVP for Human Resources
Rust College
150 Rust Avenue
Holly Springs, MS 38635

Closing Date:
Open Until Filled

Posting Date:
8/2024