



## University of Great Falls

### ACCOUNTANT

*The University of Great Falls is a four-year, private, Catholic liberal arts university with a main campus located in Great Falls, Montana offering both face to face and online programs. The University is committed to its mission of educating students for living and making a living. Founded by the Sisters of Providence, the University is a ministry of Providence St. Joseph Health (PSJH.) Shared Providence values of respect, compassion, justice, excellence and stewardship shape the missions of both the University and PSJH. Applicants must possess a personal philosophy compatible with a Catholic university environment.*

**Wage/Salary/Category:** Full Time/Contract/Benefit Eligible  
**Current Office:** Accounting  
**Reports to:** Controller

#### **Job summary**

Under the general supervision of the Controller, this position is responsible for all aspects of accounting and general ledger maintenance. The Accountant is a highly productive and functioning member of the Finance team; managing work with technical knowledge and ability. The Accountant should have a high level of business service focus and be able to complete work efficiently, recognizing issues of concern and opportunities as they arise, and taking steps to resolve or minimize the issues.

#### **General responsibilities**

- Complete routine and complex accounting reviews and entries, including in-depth unrestricted and restricted account analysis, reconciliation, and reporting.
- Complete appropriate general ledger entries, reconciliations, unitization, and analysis related to endowment and planned gift accounts.
- Provide assistance for the annual audit, including support and analysis for portions of financial statement preparation.
- Prepare and report costs by program and in aggregate.
- Format and convert University reports for Providence.
- Assist with institutional audits and tax returns. Including preparation of supporting documents.
- Complete and analyze monthly financial statements and reconciliations.
- Prepare support for the endowments and net assets of the University.
- Lead and assist in resolving issues and question related to policies.
- Prepare and enter data to the general ledger in accordance with governing professional standards.
- Reconcile sub ledgers and general ledger accounts.
- Reconcile and monitor cash accounts.
- Review general ledger on a monthly basis to ensure accuracy of posting.

- Perform month and year end close procedures.
- Maintain accounting control procedures.
- Budgeting review and analysis.
- Resolve complex accounting issues or assist in resolving financial issues.
- Support Controller and Vice President for Finance and Human Resources with special projects and workflow process improvements.
- Demonstrate a commitment to the philosophy, mission, core values, and goals of the University and PH&S, including:
  - The university's mission, as a private Catholic liberal arts institution that prepares students for living and for making a living.
  - The ability to integrate values of justice, respect, compassion, excellence, and stewardship into programs and services.
  - Previous work record demonstrates personal integrity, veracity, and trust.
- Perform other duties as assigned or required.

### **General requirements**

- Bachelor's degree in Accounting
- 3-5 years of progressively responsible work experience in a similar role; or equivalent combination of experience, education and training.

### **Required skills**

- Demonstrated ability to multi-task efficiently, while ensuring strict adherence to necessary deadlines
- Solid knowledge of U.S. Generally Accepted Accounting Principles
- Proven financial and analytical skills
- Ability to work both independently and collaboratively within a team environment
- Advanced spreadsheet proficiency and experience with financial and accounting software packages.
- Demonstrated knowledge of FASB and financial statement preparation, with knowledge of reporting for endowments and investments, and knowledge of higher education or not-for-profit reporting requirements.
- Strong analytical, critical thinking, creative problem-solving, and sound judgment.
- Integrity, excellent communications skills, along with the ability to work with a wide range of co-workers in a shared decision-making environment.
- Attention to detail and accuracy, with the ability to meet deadlines, independently and in a team environment.
- Cost Accounting Experience preferred.

### **Working Conditions**

- Generally pleasant
- May be subject to frequent interruptions in order to provide service

*Must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.*

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

**Please submit a resume, cover letter and three professional references to [ugf.hr@ugf.edu](mailto:ugf.hr@ugf.edu) or Human Resources, 1301 20<sup>th</sup> Street South, Great Falls MT 59405.**

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EMPLOYMENT PREFERENCE ACT