



Accountant

New England's top Christian college is seeking a detail-oriented, problem-solving accountant for the Controller's Office.

As an Accountant, you play a vital role in the financial accounting of the College. You care deeply about timely transaction postings, account accuracy and monthly financial reporting to support an important mission. You employ best practices and bring strategic insights and analyses toward that goal. You're an Excel whiz and a collaborative colleague, contributing to the effective functioning of the Controller's Office.

Does this describe you? We want to talk to you!

At Gordon College, we believe students should be equipped to flourish in an uncertain and changing world. Here, career-focused academics blend with a life-giving faith community to prepare students to make a difference in the world with hope and confidence. When you work at Gordon, you join in this critical mission alongside colleagues defined by a commitment to excellence and to Christ.

Your Role at a Glance:

Reports to: Director of Accounting

Department: Controller's Office

FLSA Status: Full-time Exempt

Location: In-person

Benefits:

- Health, dental and vision insurance
- Generous paid time off and 12 paid holidays a year
- Free access to the Bennett Athletic Center on campus
- Life insurance
- Relocation assistance
- Retirement plan
- Tuition remission for employees, spouses, and dependents
- 50% discount on food and beverages at any Dining Services location

Summary: Under the direction of the Director of Accounting, the Accountant is responsible for many of the bookkeeping functions, basic financial analysis, bank reconciliations, and handling of premium processing of pension plan and flexible spending account contributions. The Accountant also completes special projects as assigned by the Director of Accounting or Controller.

Questions: Contact HR@gordon.edu | p: 978-867-4240

Your Essential Responsibilities Will Include:

1. Maintain the General Ledger including posting all daily work transactions to each College's fund, preparing end-of-month closing entries, running various end-of-month statements and reports, closing out each month and end-of-year and preparing interim papers and reports for internal auditing.

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2. Audit internal transactions such as reviewing all entries before posting for authorization and budget account accuracy.
3. Review unusual transactions with the Controller.
4. Assist the Controller with the preparation of reports for state, federal and corporate auditors, preparing year-end adjusting and closing entries, and complex and critical accounting matters.
5. Complete special projects as assigned, including research and analysis.
6. Develop and utilize methods to effectively analyze General Ledger processes and functions and to efficiently determine solutions to General Ledger anomalies.
7. Interact with members of internal departments and outside vendors to clarify and process information.
8. Complete the monthly reconciliation of the College's bank statements.

You Bring These Skills, Knowledge, and Abilities:

You love what you do and want to collaborate and grow with a team that is passionate about creating an environment where employees and students can thrive. Additionally, you have:

1. Bachelor's degree or equivalent in an accounting or related field.
2. 1-3 years related experience in higher education accounting and business activities.
3. Knowledge of general accounting methods.
4. Knowledge of Microsoft Office software.
5. Strong math skills with attention to detail and accuracy.
6. Good interpersonal, communication skills and telephone manner.
7. Ability to analyze problems, discrepancies and unusual situations and independently determine appropriate actions.

Position Code: CON-ACC-2
Grade: 5
FLSA Status: Exempt
Hiring Salary: \$41,000 - \$75,000

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