



Position Title: Staff Accountant
Supervisor: Senior Accountant
Classification: Full Time/Exempt

The Kutztown University Foundation, Inc. is searching for a Staff Accountant to perform daily accounting tasks that will support our business office team. The Staff Accountant's responsibilities include managing the accounts payable and receivable process, entering financial transactions into our internal databases, and performing bank reconciliations.

Areas of Responsibility

Accounts Payable/Receivable

- Verify all incoming invoices have the proper signage authority
- Code invoices based on the expense type and cost center
- Manage accurate, consistent, and timely input of invoices into the accounts payable module
- Ensure timely payment of all invoices including recurring expenses
- 1099 processing
- Accounts receivable processing and verification
- Research as needed

General Ledger Account Reconciliations

- Monthly reconciliation of general ledger accounts as assigned
- Monthly bank reconciliations
- Monthly reconciliations and distribution of fund balance reports

Journal Entries

- Daily preparation and entering of journal entries for multiple companies and accounting systems

Other Duties

- Maintain the Business Office files
- Responsible for inventory supply
- Assist during the yearly audit
- Other duties as assigned

Qualifications

- Strong research skills
- Strong reconciliation skills
- Excellent verbal and written communications skills
- Ability to deal effectively with a variety of internal and external constituencies
- Occasional weekends and evenings required
- Bachelor's Degree required

Applicants should forward their resume and cover letter to: Human Resources hr@kuf.org