



**Position: Staff Accountant /Grants and Advancement/Auxiliary Services  
Reports to: Assistant Controller**

**Qualifications:**

- I. A Bachelor's degree in Accounting.
- II. 2 plus years of prior accounting experience.
- III. Knowledge of bookkeeping, general ledger posting, and accounts receivable.
- IV. Excellent customer service skills including written and verbal communication.
- V. Must be able to interpret, administer, and communicate University policies related to financial operations.
- VI. Working knowledge of Microsoft Office specifically, M.S. Word and M.S. Excel.
- VII. QuickBooks knowledge is preferred.

**Responsibilities** (Responsibilities include, but may not be limited to those listed below.)

- Coordinate Grant Billing and reimbursement requests accounting with the Advancement Department
- Coordinate Pledge and Contribution accounting
- Endowment reconciliations and allocations
- Coordinate the billing of the University auxiliary services to clients
- Coordinate the external contract billing within the University, reconciling appropriate accounts and maintaining correct tracking
- Coordinate Grant Billing and reimbursement requests accounting with the Advancement Department
- Prepare customized reports for auxiliary services
- Assist with the budgeting process as needed
- Coordinate Charitable Gaming license renewal and reporting
- Reconcile various accounts
- Other duties as assigned

**Competencies:**

The most successful candidate should demonstrate the following competencies to perform the essential functions of this position:

- Problem solving—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully
- Interpersonal Skills—the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
- Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings. Courteous and professional with internal and external customers.
- Written Communication—the individual edits work for spelling and grammar, presents numerical data effectively and is able to read and interpret written information.
- Planning/organizing—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Quality control and Attention to Detail—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.



- Dependability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.

The review of applications will begin immediately and will continue until the position is filled. Interested persons should submit by email a letter, explicitly addressing the above mentioned qualifications, with a current resume, names and contact information for at least three business references to:

Yolanda Peterson  
Human Resources Coordinator  
Spalding University  
Human Resources  
845 S. 3<sup>rd</sup> St  
Louisville, KY 40203  
ypeterson@spalding.edu

**ABOUT SPALDING UNIVERSITY:**

Nestled in the midst of Kentucky’s largest city, historic Spalding University combines a rich history and a commitment to community service as we attract students who desire a high quality education in a very personalized setting. An engaged faculty serves nearly 2500 students at the bachelors’, masters and doctoral levels, providing quality, real-world learning in liberal and professional studies.

Faculty, staff and students are united by the institutional mission:

***Spalding University is a diverse community of learners dedicated to meeting the needs of the times in the tradition of the Sisters of Charity of Nazareth through quality undergraduate and graduate liberal and professional studies, grounded in spiritual values, with emphasis on service and the promotion of peace and justice.***

With a focus on community service and leadership, Spalding offers all students a mission driven connection to community and comprehensive learning resources while striking a distinctive balance serving the educational needs of both the traditional student and the working adult. In addition, our unique 6-week session delivery format affords students needed scheduling flexibility amidst other life responsibilities.

Spalding University is an Equal Employment Opportunity/Affirmative Action employer. The University complies with all federal, state and local equal employment opportunity laws. It is the University’s policy not to discriminate against any individual or group of individuals and to provide equal employment opportunity to all qualified persons regardless of race, color, national origin, age, disability, religion, sex, pregnancy, sexual orientation, gender identity, marital status, military status, veteran status or other protected status. All job offers are contingent upon successful completion of a pre-employment drug screening as well as a criminal background check.