To apply, submit an employment application ([click here for application]), resume, and letter of interest to: Chief Financial Officer
5301 S Highway 16
Rapid City, SD 57701

ACCOUNTANT
Position Description

Summary
The Accountant prepares accounting information to assist in producing financial statements in accordance with generally accepted accounting principles in accordance with the mission, core values, and purposes of the university.

Minimum Qualifications
The Accountant must satisfy the following minimum qualifications:
1. Bachelor’s degree in business related field; and
2. One year experience required, three years preferred, in the area of full-charge bookkeeping; one year preferred in the area of computerized accounting setup and report writing.

Skills and Attributes
The Accountant must possess the following skills and attributes: ten-key/computer keyboarding; advanced computer skills; excellent attention to detail and follow-up; good oral and written communication skills.

Essential Functions
The Accountant performs the following essential functions:
1. Enters general ledger entries including deposits and other miscellaneous entries.
2. Balances and reconciles asset and liability accounts to the general ledger.
3. Reconciles student accounts to the general ledger.
5. Accounts for Title IV funds including preparing fund requests and journal entries.
6. Prepares federal, state, and local tax returns.
7. Prepares miscellaneous invoices and tracks accounts receivable.
8. Prepares and distributes custom financial reports for campus and university leadership.
9. Performs other duties as assigned.

Required Work Hours
Forty hours per week during daytime, evening, and weekend hours. Scheduled work hours may change. Overtime may be required, or permitted with prior approval.

Reporting and Supervisory Responsibilities
1. The Accountant reports to the Controller.
2. This position has no supervisory responsibilities.

Physical Requirements
The Accountant must be able to speak, hear, see, read, write, type, dial, reach, and bend.
Travel
Periodic travel, including airline travel and overnight stays, may be required.