

ACCOUNTANT
South Dakota Mines Center for Alumni Relations and Advancement (CARA)

The Accountant Position is a full-time position. Reporting to the Director of Financial Services, this position provides support for financial operations specifically as they relate to fund-raising activities including major gifts, planned gifts, trusts, and investments. This position performs a combination of professional and high-level support duties requiring independent judgment, research and analysis, and problem solving to administer assigned programs and to support office functions. Initially the position will have primary responsibility for accounts payable, purchase orders, project reporting, and tracking investments in the endowment portfolio. The position will also perform fund accounting and financial analysis related to major gifts, planned gifts, trusts, and investments.

Accountant Job Duties:

Processes requests for disbursements by verifying funds and documentation.
Prepares payments when documentation is complete.
Prepares and distributes monthly activity reports for University departments and student organizations.
Posts asset, liability, and capital account entries after compiling and analyzing account information.
Prepares financial reports by collecting, analyzing, and summarizing account information.
Assists with preparation of annual budget and ongoing monitoring of that budget.
Prepares donor and campaign reports.
Prepares annual Endowment reports for donors.
Substantiates financial transactions by auditing documents.
Prepares worksheets for annual audit and provides documentation for auditors.
Creates projects within set parameters to properly document financial transactions.
Reconciles cash and other accounts.
Maintains financial security by following internal controls.
Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
Maintains donor and account holder confidence and protects operations by keeping financial information confidential.
Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
Contributes to team effort by accomplishing related results as needed.

Skills/Qualifications:

Fund Accounting, Knowledge of FASB Accounting Standards, Proficient in Excel, Reporting Skills, Attention to Detail, Time Management Skills, Ability to Meet Deadlines, Confidentiality, Data Entry Management, General Math Skills

Bachelor's degree in accounting, finance, or business, with advanced education (MBA) or 2 years relevant experience desired. Candidate should have an understanding of fund accounting, excellent organizational skills, pay attention to detail, and have knowledge of IRS regulations and tax laws. This person must also be a creative and energetic self-starter with the ability to work both independently and as a team player. Activities include working in a fast-paced environment and working effectively with the public.

A cover letter and resume should be sent to Audrey.Boehm@sdsmt.edu. Position will be open until filled.