

Accounting Specialist

The Accounting Specialist position is full-time and requires knowledge of accounting principles, proficiency in Microsoft Office products, and attention to detail. Reporting to the Chief Financial Officer, this individual is crucial to the daily success of the organization and its team.

Key Responsibilities

Accounting Operations

- Process accounts payable.
- Process 1099 tax forms.
- Verify daily deposits.
- Reconcile CARA credit card activity.
- Prepare and record journal entries with proper audit documentation.
- Prepare monthly Sales & Use tax returns.
- Invoice the university for leased property and annual support.

Reporting and Compliance

- Reconcile and distribute monthly activity reports for university departments and student organizations.
- Prepare audit schedules and provide documentation to auditors.
- Maintain state fundraising registrations and ensure compliance with record retention policies.
- Maintain contracts, leases, billings, W-9s, and Certificates of Insurance.

Controls and Record Management

- Maintain financial security by following internal audit controls.
- Scan, organize, and archive accounting records.
- Maintain and update written procedures for key responsibilities.
- Protect confidential financial and donor information.

General

- Perform other duties as assigned.

Qualifications

- Experience with fund accounting and fundraising systems, preferably Blackbaud Financial Edge.
- Strong understanding of FASB accounting standards and nonprofit reporting requirements.

- Advanced proficiency in Microsoft Excel and solid working knowledge of other Microsoft Office applications.
- Exceptional accuracy and attention to detail.
- Proven analytical and problem-solving skills.
- Demonstrated ability to exercise sound judgment and maintain strict confidentiality.
- Strong organizational skills with the ability to prioritize tasks and meet deadlines.

Additional Requirements

This position requires three or more years of experience in accounting or bookkeeping. A two-year or bachelor's degree is preferred. A candidate should understand fund accounting, have excellent organizational skills, and have knowledge of IRS regulations and tax laws. This person must also be an energetic self-starter with the ability to work both independently and as a team player.

About the South Dakota Mines Center for Alumni Relations & Advancement

CARA is committed to building and sustaining a diverse and inclusive workforce. We offer a comprehensive benefits package that includes:

- Paid medical, dental, vision, disability, and life insurance.
- Retirement plan options.
- Paid holidays and a generous paid time off allowance

Family coverage for medical, dental, and vision insurance is also available at an additional cost.

Mission:

We promote the traditions, interests, influence, and reputation of South Dakota Mines among alumni and friends through meaningful engagement and by inspiring and stewarding philanthropy.

Vision:

We will be a global network of alumni and friends who advance the prominence of South Dakota Mines.

Values:

- **Integrity:** We build trust by honoring our commitments with honesty and respect.
- **Excellence:** We commit to consistently exceeding expectations and strive to achieve the highest standard.
- **Collaboration:** We work together with the University and with other stakeholders to achieve desired results.
- **Stewardship:** We intentionally build quality relationships by delivering impact and resources.
- **Community:** We build community, honor traditions, and deepen relationships.

To Apply:

Individuals interested in this position must apply online at: <https://sdsmt.bamboohr.com/careers>

CARA does not discriminate based on sex, race, color, creed, national origin, ancestry, citizenship, gender identification, transgender status, sexual orientation, religion, age, disability, genetic information, or veteran status in employment or the provision of service.