

Job Description

Position Title:	Accounting Clerk/Cashier		
Business Unit:	Business Office	Status:	Exempt-Full-Time Salary
Reporting to:	AVP/ Finance	Salary Range:	

Background:	<u>University Overview</u> Founded in 1893, Southwestern Adventist University is a 501(c)(3) faith-based institution located in Johnson County, Texas. As the only four-year degree-granting university in the county, Southwestern Adventist University is an important community stakeholder that links education with action by building knowledge, increasing faith, and providing service. <u>University Vision</u> Southwestern Adventist University seeks to be a community that supports academic, spiritual, physical, and emotional wholeness encouraging all members to find their purpose and lead lives of service. <u>University Mission</u> The University's Mission statement is "Inspiring knowledge, faith, and service through Christ-centered education."
Position:	The Accounting Clerk / Cashier supports the financial operations of Southwestern Adventist University by maintaining accurate invoice payments, processing of payments received, and ensuring compliance with accounting standards, institutional policies, and regulatory requirements. This role provides accounting services including reconciliations, budget support, and financial analysis to assist University leadership in effective decision-making and stewardship of resources.
Responsibilities:	Accounts Payable Recording and processing all outgoing payments. This includes verifying and reconciling invoices, ensuring accurate and timely payment to vendors, and maintaining detailed records of all financial transactions. • Ensure proper review and approval of invoices for payment, securing accuracy and proper documentation. • Process electronic and paper checks payments. • Review and record the automatic draft payments for various vendors. • Communicate with vendors to resolve billing or payment discrepancies. • Assist in the preparation of financial reports related to payables. • Monitor accounts to ensure payments are up-to-date and handle aging reports. • Participate in month-end closing processes and assist in audits as needed. • Tax Season - Process 1099-NEC • Tax Season – Pay and record Property Taxes

Utilities and Reallocation

Recording and timely processing of utility payments, including electricity, water, gas, internet, and other essential services.

- Review and verify monthly utility invoices for accuracy, ensuring that charges align with contracts, usage, and agreed rates.
- Process utility payments on time to ensure services are uninterrupted, including payments for electricity, water, gas, internet, waste management, and other essential services.
- Record utility expenses, allocating costs to the correct departments, cost centers, or projects.

Cashier Window Cash/CC/Checks/ACH/WIRE receipt only.

- Receive, record, and reconcile all payments and sessions at the cashier's window.
- Prepare and process all bank deposits in house and to our local bank
- Maintain an accurate and up-to-date record of petty cash funds
- Distribute petty cash funds to authorized Students/employees

Automatic Bank Transactions:

- Review and manage recurring automatic draft payments to vendors, ensuring all payments are made and recorded accurately and on time.
- Ensure vendor charges align with agreed-upon terms with the invoices or monthly statement.
- Collaborate with the corresponding department to resolve any payment issues or discrepancies related to vendors.
- Regularly verify that income drafts from customers are accurately processed and deposited into the company's bank accounts.
- Ensure there are no duplicate payments or missed charges.

Monthly Recurring Entries

- Review and record all monthly/budgeted recurring entries.
- Review, reconcile and record all other recurring entries.

GL Account Review and Analysis:

Reconciliation of specific General Ledger accounts to ensure accuracy and identify discrepancies. Analyze variances and collaborate with relevant departments to resolve issues.

Other accounting tasks

- Other accounting related tasks as needed as assigned by AVP/Controller

Requirements:	Primary Requirement • Bachelor's degree in accounting, finance, or a related field preferred. • Associate's degree or years of experience working in accounting acceptable. Other Requirements • Proficiency with Microsoft Office and other accounting software. • Excellent communication skills – both oral and written. • Ability to manage multiple projects and timelines. • Strong attention to detail and accuracy. • Must have strongly expressed a commitment to Jesus Christ, the teachings and mission of the Seventh-day Adventist Church, be a member of the Seventh-day Adventist church in good and regular standing, and have a desire to serve in a cooperative, spiritually redemptive, and soul-winning atmosphere.
Work Conditions & Environment:	Job Conditions: Occasional: This position is expected to work additional hours to complete necessary projects as needed. Environment: This position is situated in the Business Office. Work Hours: 8:00 a.m. - 5:00 p.m. Monday-Friday* *Friday schedules may vary due to sunset changes and SDA beliefs
<i>This job description is not intended to be complete or limiting – the role will require a proactive and flexible approach to be successful.</i> Southwestern Adventist University complies with applicable state and local laws governing non- discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.	