



**NORTHERN
PENNSYLVANIA
REGIONAL COLLEGE**

Position Title: Financial Services Specialist

Job Type: Full time

Location: Warren, Pa

Date Posted: 11/19/2018

Close Date: Open until filled

Priority Deadline: 12/10/2018

Description: The Financial Services Specialist position functions as part of a team that manages the financial components of a post-secondary educational institution through a collaborative, professional and friendly work style. Specific responsibilities include day-to-day financial transactions; assists with budget, tax, and financial report preparations; and other basic bookkeeping. The successful candidate will be exceptionally organized, possess a strong work ethic, be highly collaborative, be able to multi-task, and hold the highest level of professionalism and discretion.

Specific Responsibilities: *

- Develop and maintain system to account for financial transactions by establishing and updating a Chart of Accounts
- Prepare financial reports by collecting, analyzing, and summarizing account information and trends as requested
- Perform detailed research/adjustment functions
- Record day-to-day financial transactions and complete the posting process
- Maintain and balance subsidiary accounts by verifying, allocating, and posting transactions and reconciling entries
- Maintain and balance general ledger by transferring subsidiary account summaries, prepare trial balance and reconciling errors
- Receive, analyze and process accounts payable invoices and maintain ledgers
- Codes payables for posting and input
- Tracks and monitors gifts, donations and scholarship assets
- Deposits accounts receivables into appropriate bank accounts
- Prepare profit and loss statement and balance sheet
- Monitor bank account activity
- Assist with budget preparations
- Assist accountants with tax preparations
- Comply with federal, state and local SAFS Rules (Statement of Financial Accounting Standards) by studying and enforcing adherence to policies and procedures; filing reports and advising management on needed actions
- Communicates (both in verbal and written form) with students, suppliers, vendors, and banking contacts
- Assists with generating 1099's and W-2's
- Assists with monthly close outs
- Handles confidential material and communications
- Sorts incoming mail; receipts incoming monies (including tuition payments)
- Filing and file and records maintenance; ensure compliance with records retention policy
- Performs other related tasks as required

Required Qualifications:

- High school diploma or GED and one or more years of related study at a college, vocational, or business school
- Two years of work experience in finance, accounting or bookkeeping or combination of education and experience commensurate with the requirements of this position
- Solid understanding of basic bookkeeping and accounting payable/receivable principles
- Experience and familiarity with MS Office, including experience and proficiency with QuickBooks and computerized accounting and spreadsheet programs
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages and volume
- Excellent analytical, problem-solving and decision-making skills; high degree of accuracy, attention to detail and confidentiality
- Must be able to communicate clearly and concisely, verbally and in writing
- Individuals in this position are expected to be available during the normal business hours of the college (830 a.m.-5 p.m.) and may occasionally be asked to vary their schedule and/or work overtime to meet department requirements

* This job description is intended to describe the type and level of work being performed by a person in this position. It is not an exhaustive list of all duties and responsibilities required.

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Working Conditions: Conditions are those of a typical office environment, requiring frequent oral communication with students and colleagues, and the ability to enter data and written communications in electronic format in a timely manner.

Application Process:

Please submit resume and a minimum of three references to:
Northern Pennsylvania Regional College
Attn: Financial Services Specialist
119 Market Street
Warren, PA 16365

Or email to generaladministration@rrcnpa.org with the position title in the subject line.
Applications will be accepted until position is filled.

For additional information, please call the NPRC Administrative Offices at 814-230-9010.