

POSITION ANNOUNCEMENT

Staff Accountant Full-Time Exempt

The Kansas City Art Institute (KCAI), a national leader in visual arts and design education, is seeking applications for the full-time position of Staff Accountant. KCAI offers an exceptional benefits vacation and holiday package for full-time staff including 100% employer paid insurance and a 5% retirement match for eligible participants.

The Staff Accountant is responsible for providing advanced accounting support to the Director of Finance & Accounting, the Executive Vice President for Administration/CFO (EVP), and the business office in general regarding financial data related to the general ledger, budget, and other financial matters as circumstances dictate.

ESSENTIAL FUNCTIONAL RESPONSIBILITIES:

- Maintain confidentiality of all information associated with the Business Office, the Human Resources Office, and KCAI.
- Provide general maintenance of the General Ledger and maintain all reports generated as a result thereof.
- Generate monthly financial statements, budgets, and financial reports and distribute them as required.
- Reconcile all bank accounts.
- Prepare and maintain all balance sheet account reconciliations as directed by the Director of Finance & Accounting.
- Prepare journal entries for General Ledger month end, quarter end, year-end close.
- Update and maintain Fixed Asset Ledgers for Property, Plant, & Equipment.
- Design and maintain business office forms for internal use between departments,
- Map GL interfaces between Cashnet cashiering, eStore Front, and mobile devices to Jenzabar,
- Front desk support for walk in customers making payments on account and frequently asked questions.
- Primary backup for all Accounts Receivable, Accounts Payable, and Payroll functions.
- Assist the Director of Finance & Accounting on special projects and/or reports.
- Assist in preparation of documentation for independent auditors during annual audit and 990.
- Add and maintain general ledger accounts; account access security and chart of accounts listing.
- Request check issuance for investment accounts deposit & record gift matching entries, when applicable.
- Initiate wire transfers.
- Complete annual surveys.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND QUALIFICATIONS:

- Advanced knowledge of generally accepted accounting practices and procedures.
- Knowledge of accounting practices relevant to higher education.
- Experience in computer-based accounting, word processing, spreadsheet and data base applications.
- Ability to work independently, to begin and end projects as directed, and to follow through in obtaining relevant documentation and authorizations.
- Ability to prioritize tasks and projects.
- Ability to work under the pressure of deadlines.
- Ability to appropriately maintain confidential information associated with the Business Office, Human Resources, and other areas within KCAI.
- Must be able to communicate effectively.
- Ability to always present a pleasant, courteous, and service-oriented attitude.
- Ability to resolve conflicts in a constructive and timely manner.
- Ability to work independently, to begin and complete projects as directed, and to follow through in obtaining documentation and authorizations when appropriate.
- Ability to use current computer equipment and programs being used by the division. Including, but not limited to:

- Microsoft Office Suite products (including Word, Excel, and Power Point),
- Advanced Excel knowledge including Pivot Tables, VLOOKUP's, and advanced calculations.
- Familiar with Google (Gmail, calendar, google docs, etc.)
- Must have strong analytical, administrative, computer, organizational and detail skills.
- Ability to work independently and as a member of a team.
- Possess strong problem-solving skills with the ability to monitor own work for accuracy and thoroughness.
- Ability to clearly communicate in oral and written form.
- Ability to hear normal audio levels of speaking whether in person or over the phone.

REQUIRED/PREFERRED EXPERIENCE:

- Minimum three (3) years accounting experience required.
- Minimum of five years' experience providing excellent customer service to internal and external customers required.
- Experience with financial reports and systems required.
- Advanced understanding and experience with accounting, required.
- Previous work experience in a collegiate environment preferred.

REQUIRED / PREFERRED EDUCATIONAL BACKGROUND:

- Bachelor's Degree in Accounting (or related field) required.

About KCAI: The Kansas City Art Institute is a private, independent and accredited college of art and design founded in 1885, and located in the cultural heart of metropolitan Kansas City, Missouri. The college enrolls nearly 600 undergraduate students regionally, nationally, and internationally. For more information, please visit www.kcai.edu.

Applications deadline and procedures:

This position is considered "open" until an offer of employment has been accepted. Career inquiries and resume submissions received during the on-campus finalist stage of the search are not guaranteed consideration.

Apply by email to: jobs+staffaccount2018@kcai.edu

Attach to the email in PDF format only:

Cover letter

Resume

Salary Expectation

List of 3 professional references we may contact

Kansas City Art Institute is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, gender identity, color, religion, sex, sexual orientation, national origin, age, physical or mental disability, genetic information, citizenship status, veteran status, or any other characteristic prohibited by federal, state or local law.

KCAI provides reasonable accommodation for qualified individuals with disabilities and disabled veterans in the job application process. If you have any difficulty using our online system and you need an accommodation due to a disability, you may contact the Human Resources Department about your interest in employment. Any questions or concerns can be directed to Kansas City Art Institute's Human Resource Administrator at hr@kcai.edu.

KCAI is an Equal Opportunity Employer: Minorities/Females/Disabled/Vets