

Reconciliation Accountant

Requisition ID: 25152

Join Purdue University Fort Wayne:

Purdue University Fort Wayne seeks to develop and nurture its diversity. PFW is committed to maintaining an inclusive community that recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect. We strive to add hardworking people to our team and we are currently seeking a **Reconciliation Accountant**

Your day to day:

- Financial professional that will serve in a key role supporting the Purdue Fort Wayne campus in financial related matters ensuring compliance, monitoring and controlling for all business areas. This person will possess a bias for action and also a strong desire for financial reporting and analysis.
- Ensure accuracy of General Ledger Accounts through account reconciliation and maintaining key relationships with business departments to facilitate clearing reconciling items and maintaining accurate balances. Reconcile Banner to General Ledger System. Develop and maintain account reconciliation list including account, general description, Account no. for SAP system, frequency of review/reconciliation and responsible person for various campus general ledger accounts. Reconcile accounts as assigned. Includes daily reconciliations. Also, A/R balances for general funds to GL and Banner.
- Review daily accounting reports, reconcile cash, credit card, e-commerce.
- Final Reconciler of Direct Loans, Pell, SEOG, Perkins FWS (Federal Work Study) and respective hold accounts on a monthly basis to General Ledger, IS system & COD and G5. Reconcile ICHE(Indiana Commission for Higher Education). GL accounts to IS system and ICHE. Research and process corrections. Provide final expenditures to reported on the annual FISAP report. Resolve any differences directly with Financial Aid Office. Reconcile staff, spouse and miscellaneous remissions to General Ledger, and Banner.
- Review outstanding balances in Misc. Deposits. Investigate aged outstanding items. Prepare journal vouchers to clear accounts.
- Initiates requests directly to Department of Education through the G5 system and monitor cash draw-downs for Direct Loans, Pell, SEOG, Perkins and FWS. Title IV Refunding.
- Prepare closing documents and reports as assigned. Reply to annual A-133 audit preparation and questions for financial aid account balances. Assist with other questions.
- Maintain policies/procedures related to job function for source of reference for business staff. Proactive team member and change agent to develop and implement improvements to increase efficiency in PFW Accounting and Budget process. Attend training, as opportunities arise and time allows.
- Supervise Business Assistant who is responsible for processing invoices, travel card reconciliation, grant reconciliations, various balance sheet reconciliations, reviewing Bursar GL account reconciliations, writing policies and procedures and cross training for budget and accounting office.

Qualifications

- You have worked hard to earn a Bachelor's Degree with at least 6 credit hours of accounting.
- You have at least 3 years of work experience in an office setting dealing with banking, financial information and accounting entries.
- You have banking knowledge and be able to understand & apply accounting principles.
- You have excellent people skills-dealing with students, individuals, business customers and ability to work in a team environment.
- You have an aptitude for math and desire to work with numbers.
- You have excellent analytical and problem solving skills.
- You are able to work independently, minimal supervision.
- You are able to work in a changing environment, identify inefficient procedures, and willingness to recommend and implement change.
- You possess computer skills including use of Microsoft Office Word and Excel.
- You have excellent organizational and time management skills.
- You are able to meet deadlines and able to work under pressure performing multiple tasks, frequent interruptions and prioritize work load, especially during peak periods.