

# The Southern Baptist Theological Seminary

## Position Description

**Position Title: Senior Accounting Specialist**

**Department: Accounting**

**Position Code: L0413**

**Date Prepared: 7/6/2017**

**FLSA Status:**  Exempt  Non-Exempt

**Full Time:** Yes  No

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### **JOB SUMMARY:**

The Senior Accounting Specialist applies generally accepted accounting principles to record a broad variety of financial transactions for SBTS and its subsidiary companies, assists with the maintenance of the subsidiary fixed asset system, utilizes business office module for entering transactions, reconciles general ledger accounts, assists with occupancy and sales tax return preparation, assists with various special projects, serves as backup to other accounting positions, and performs other related duties.

### **ESSENTIAL JOB FUNCTIONS:**

The employee in this position will have the following essential job functions:

- Assists the Manager of Accounting Operations with fixed asset and capital project accounting and reporting
- Assists in the completion of monthly sales and occupancy tax returns for state and local taxing authorities
- Assists in the completion of quarterly and annual external regulatory and accrediting reports and documentation
- Reviews and analyzes accounts and fund groups for the property of entries
- Processes daily transaction reports and journal entries received from various seminary departments. Verifies data entry input of edits and journal entries prepared by other accounting personnel
- Assists with the completion of annual compliance audits for Procurement cards and petty cash
- Analyzes and reconciles general ledger accounts to subsidiary records
- Prepares various ad hoc and recurring financial analysis and reports for the seminary, its subsidiary entities, and its service partners
- Provides backup for other accounting positions
- Assists in the completion of various special projects

Performs other duties as may be assigned by supervisor.

**EDUCATION:**

The person in this position will possess an Associate's degree in accounting, finance or related field or other significant related experience.

**EXPERIENCE:**

The person in this position should have a minimum of two years of accounting experience, strong knowledge of Microsoft Excel, strong problem-solving skills, and strong written and verbal communication skills.

**SUPERVISION:**

The person in this position will supervise no one.

The person in this position will report to the Manager of Accounting Operations or other administrative officer.

**WORK ENVIRONMENT:**

The person in this position will work in a standard office environment.

**EQUIPMENT:**

The person in this position will use the following equipment: standard office equipment and personal computer.