

Accountant
Embry-Riddle Aeronautical University

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Posted Mar. 4, 2019, set to expire Jul. 4, 2019

Job Title Accountant

Department

Institution Embry-Riddle Aeronautical University
Daytona Beach, Florida

Date Posted Mar. 4, 2019

Application Open until filled

Deadline

Position Start Available immediately

Date

Job Categories Classified Staff

Academic Field(s) Fiscal Services

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Job Description

Embry-Riddle Aeronautical University is currently recruiting for an experienced Accountant. Reporting to Director of Accounting, the Accountant assures the integrity of University accounting information by recording transactions in conformity with generally accepted accounting principles, standards and practices for higher education. Responsible for moderately complex accounting activities performed in the Controller's office. Must possess the ability to work in a highly confidential environment with multiple priorities. Responsibilities include the following: Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions. Provides monthly, quarterly and annual reports/schedules to Financial Aid, Accounting, Finance and Budget and internal and external auditors. Reconcile assigned balance sheet accounts preparing correcting entries as necessary. Provides interpretation and application of financial policies, governmental legislation, accounting theory, and/or customer financial regulations, including but not limited to, the areas of financial aid and contributions (restricted and endowed accounts). Analyzes

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financial information to determine financial performance (present and future).Assists with accounting projects as assigned.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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