



**Job Title:** Accounting Clerk  
**Department:** Financial Services Office  
**Reports to:** Controller  
**Status:** Full-time, non-exempt, benefit eligible

### **SUMMARY**

The Accounting Clerk will perform general accounts payable and receivable duties of the Financial Services Office. The position provides support to faculty, staff, students and others for financial matters including student billing and payments, journal entries, year-end tax forms, processing payroll and other financial duties following accounting protocols and internal controls. This position is a year-round full-time on-site position with limited flexibility for some hours of remote work.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Process accounts payable, entering invoices, preparing check, ACH and wire payments on a weekly basis.
- Process accounts receivable, recording receipts from student payments and donor donations, depositing cash and checks, and following up on overdue invoices.
- Provide customer service to students with questions about their student billing transactions and payments.
- Process payroll for full time and part time staff, including maintaining payroll information by collecting and verifying timekeeping data, calculating and entering data, updating payroll records, reconciling reports for accuracy, preparing and providing payroll reports for accounting, assisting with audits related to payroll, and providing support for employee inquiries related to payroll issues.
- Process payroll for student workers, including assisting with payroll form completion, processing applicable tax treaty documentation, setting up in electronic timekeeping system access, and responding to inquiries related to student payroll issues.
- Record journal entries and other financial transactions.
- Assist in preparing year-end tax reports and statements (W-2, 1099-NEC, 1098-T, etc).
- Assist Accountant and Controller with various projects as needed.
- Perform other duties as assigned to assist the Financial Services Office and Calvin Seminary.

## **QUALIFICATIONS**

To be successful in this position, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill, and ability required.

## **EDUCATION and EXPERIENCE**

This position requires an associate's or bachelor's degree and prefers one to three years of office, payroll, bookkeeping or accounting experience. Basic knowledge of accounting and payroll principles, processes and terminology are preferred.

## **COMMUNICATION SKILLS**

Coordinating many financial details and policies requires clear written and oral communication with faculty, staff, students and others. This individual must handle confidential information with integrity.

## **DECISION MAKING/JUDGMENT**

This position involves managing projects and assignments requiring some decision-making authority and the ability to take initiative. The position requires the ability to think clearly and act responsively with sound judgement and discretion.

## **OTHER SKILLS AND ABILITIES**

1. Understanding of and ability to adhere to generally accepted accounting principles.
2. Excellent organization, accuracy and attention to details.
3. Flexibility and ability to manage multiple tasks.
4. Work cooperatively with others and also work well independently.
5. Initiative and problem-solving.
6. Use of digital tools at above average level of skill mastery in such platforms as Microsoft Office Suite, especially Excel; proficient in accounting software and able to learn new systems.

## **PERSONAL INTEGRITY**

This position requires a person of unquestioned personal integrity demonstrated by honesty in word and deed, supportive teamwork, and ability to keep sensitive matters confidential. Additionally, because Calvin Seminary is the denominational seminary of the Christian Reformed Church in North America, deeply rooted in the Reformed tradition, the person must be familiar with and respect the Christian Reformed Church in North America and her constituencies. A vibrant Christian faith and active church participation are essential.

## **PHYSICAL DEMANDS/WORK ENVIRONMENT**

The work in this position is performed within routine office conditions, usually without exposure to hazardous or unpleasant conditions. The position will also require some light lifting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.