

Pacific Union College

Job Description

Position Title:	Accountant	Exemption Status:	Non-Exempt
EEO Classification:	Professional	Job Code:	13-2011
Department:	Accounting	Position ID:	51210ACCTI
Reports To:	Controller	Wage Scale	\$22.15 - \$25.11
Last Update:	April 16, 2026		

STANDARDS FOR PERFORMANCE AND BEHAVIOR

Demonstrates the Cultural Relationship Expectations of Pacific Union College in all activities, to achieve the Mission of Pacific Union College

- Teamwork:** A foundational value modeled by an engaged and inclusive community partnering together for the betterment of PUC.
- Integrity:** A necessary component for cultivating trust and mutual empowerment within our community.
- Professionalism:** A system of employee boundaries that facilitates an engaged PUC working community which functions in an environment blessed with supportive relationship groups.
- Service:** A value and action rooted in our spiritual heritage.

JOB SUMMARY

Under general supervision, this position is responsible for performing a variety of accounting and financial support functions to ensure accurate financial reporting and compliance with applicable regulations.

ESSENTIAL FUNCTIONS

- Preparing and posting monthly journal entries and completing account reconciliations.
- Manage monthly Accounts Receivable billing and collection of various accounts.
- Process monthly utility billings.
- Prepare sales tax filings.
- Maintaining fixed asset records.
- Provides day-to-day supervision of student employees.
- Supports the preparation of schedules for annual audit and other compliance filings.
- Performs other related duties assigned.

EDUCATION

Bachelor's degree in Accounting or Business Administration.

QUALIFICATIONS

- 1-2 years of Accounting experience
- Strong Excel skills
- Excellent organizational skills

- Detail oriented and completes tasks independently and within deadlines
- Flexible and positive team player
- Customer service oriented
- Strong communication skills

Physical Demands: Requires sitting, standing, bending and reaching. May need to lift items up to 25 pounds. Requires manual dexterity sufficient to operate standard office equipment.

Job Conditions: Computer use, unscheduled interruptions, and speaking, reading, and understanding English.

Work Environment: Essential tasks are performed under normal office conditions with little or no noticeable discomfort. Work area is well lit and ventilated.

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and employees may be requested to perform job-related tasks other than those specifically outlined in this description. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a promise of employment or employment contract of any type.

I, _____ (printed name), acknowledge that I have received, read, and understand the **Accountant** job description, and that I am able to perform the essential duties with or without accommodation. I further understand it is my responsibility to inform my supervisor at any time I am unable to perform the essential functions.

Employee Signature

Date

Supervisor's Printed Name

Supervisor's Signature

Date