

# Pacific Union College

## Job Description

Position Title:	<b>Senior Accountant</b>	Exemption Status:	<b>Non-Exempt</b>
EEO Classification:	<b>Professional</b>	Job Code:	<b>13-2011</b>
Department:	<b>Accounting</b>	Position ID:	<b>51210NRACT</b>
Reports To:	<b>Controller</b>	Wage Scale:	<b>\$26.72 - \$29.68</b>
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**

This senior-level position provides leadership and advanced oversight of accounting operations, ensuring the accuracy, integrity, and compliance of financial records and reporting.

### **ESSENTIAL FUNCTIONS**

- Daily cash management and review of bank activity.
- Lead and manage the month-end close process, ensuring timely and accurate completion.
- Prepare monthly journal entries and reconciliations.
- Review journal entries prepared by staff accountants and students.
- Analyze variances and resolve discrepancies in general ledger accounts.
- Preparation of schedules for annual audit and other compliance filings.
- Reconcile student loan accounts and assist with the annual FISAP filing.
- Identify opportunities to streamline accounting processes and improve efficiency.
- Assist in the development of annual budgets and periodic forecasts.
- Performs other related duties assigned.
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### **EDUCATION**

Bachelor's degree in Accounting or Business Administration

### **QUALIFICATIONS**

- 5+ years of progressive accounting experience, including month-end close responsibilities
- Strong knowledge of GAAP and financial reporting standards
- Proficiency in ERP systems and advanced Excel skills
- Ability to manage multiple priorities and meet deadlines.
- Strong attention to detail and problem-solving abilities.
- Excellent analytical, organizational, and 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:** Frequent travel, computer use, unscheduled interruptions, and speaking, reading, and understanding English.

**Work Environment:** Essential tasks are performed under normal office/school 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 **Senior 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.

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Employee Signature Date

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Supervisor's Printed Name

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Supervisor's Signature Date