



Staff Accountant

Tabor College seeks a full-time Staff Accountant. The Staff Accountant is responsible for maintaining the general ledger in accordance with GAAP and FASB regulations. The Staff Accountant reports to the Vice President for Business and Finance.

Job Duties

Conduct reconciliation and make adjusting entries as necessary:

- Daily on cash drawers, deposits, withdrawals, petty cash, and donor holding accounts.
- Monthly on all bank accounts, A/P accounts, miscellaneous scholarships, church scholarships, and Title IV accounts including Direct Loans.
- Quarterly on all investment accounts.
- As often as necessary, but no less often than annually, on all other accounts.

Maintain depreciation schedules of all equipment. Direct the keeping of inventory records including data input and compliance with audit standards for equipment records.

Making adjusting entries to the General Ledger as necessary.

Assist the Accounts Receivable and Accounts Payable clerks with General Ledger accounting as necessary.

Ensure proper accounting of Long and Short Term loan payments.

Make gift-in-kind adjusting entries within 24 hours of receiving notification of a gift.

Prepare quarterly and year-end Statements of Financial Position and Statements of Financial Activity for all funds.

Prepare and record adjustments for fiscal year-end.

Work collaboratively with other members of the business office to ensure all business office functions are completed accurately and timely while providing exemplary customer service.

Prepare all required reports in a timely fashion.

Other duties as assigned by the Vice President for Business and Finance.

Qualifications

Required

- Master's Degree in Accounting
- Minimum of 5 years non-profit accounting experience
- Attention to detail and robust analytical skills
- Agreement with the Mennonite Brethren confession of faith
- Demonstrated commitment of one's life to Jesus Christ and to Christian ministry

Preferred

- Experience with Jenzabar CX
- CPA License
- Higher Education Experience

Compensation

This position offers a competitive salary benchmarked to industry standards. Additional benefits include health, dental, and vision insurance, up to 20 days of vacation per year, and a 403(b) plan with a 5% college contribution after the first year.

For More Information or To Apply

Send a resume and cover letter to mistys@tabor.edu or call 620-947-3121 x1052. Review of applications will begin immediately and continue until the position is filled.

About Tabor

Tabor College is a fully-accredited, Christian liberal arts college off approximately 700 students located in Hillsboro, Kansas.

Hillsboro, Kansas, offers a warm and welcoming rural community of 3,000 with an outstanding cost of living. The nearby towns of Newton and McPherson provide attractive shopping and cultural opportunities and the amenities of a major metropolitan area (Wichita, KS) are only 45 miles away. Located in the scenic Flint Hills, Marian County provides great fishing, hiking, and other outdoor activities and is a Kansas Rural Opportunity Zone which provides tremendous tax credits to professionals who relocate from out-of-state. Tabor's Shari Flaming Center for the Arts hosts performing and visual artists in all genres throughout the year providing cultural experiences that rival much larger towns.