

## **Chief Accountant**

**Assist the Director of Business Affairs with all financial accounting processes and operations. Duties include implementing internal controls for establishing expense budgets and financial reporting. Update financial records and oversee ledger reconciliation and manage accounts payable/receivable. Responsible for reconciling all checking accounts and monthly preparation of financial reports for governmental agencies. Submit payroll data and posts salary disbursements to appropriate accounts. Prepares tax reports, income and expense statements and various financial reports. Perform regular detailed audits to ensure accuracy in financial documents, expenditures and investments. Demonstrate integrity, with an ability to handle confidential information.**

**Bachelor's Degree in accounting or financial management with four (4) years of higher education accounting practice. Master's Degree preferred.**

**Please submit resume, three letters of reference and transcripts to the Office of Human Resources at Morris College, 100 West College Street, Sumter, SC 29150 or electronically to [alawson@morris.edu](mailto:alawson@morris.edu).**