

Staff Accountant

Staff Accountant is responsible for maintaining financial procedures and confirming financial compliance through preparation of reports and statements. The Staff Accountant will report to the Chief Accountant at Morris College. Specific Duties includes reviewing financial statements for accuracy, organizing and updating financial records, preparing monthly bank reconciliations, preparing Student Accounts Receivable Aging reports, preparing quarterly entries for Endowment and Investment accounts, preparing documentation for independent auditors, and assisting other staff members (Cashier-Secretary, Accounts Payable Clerk, Student Accounts Assistant).

Master's Degree preferred and five (5) years accounting experience.

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.