



Accounting Assistant/ Fiscal Analyst – Portland

Hours: 40 hours/week (1.0 FTE)

Accountability: Supervisor - AVP Finance

Position Summary: The Accounting Assistant/ Fiscal Analyst is responsible for the Accounts Receivable (A/R) function for all campuses of Western Seminary. A/R includes all functions related to general, student, and gift revenue. Provide back-up as needed for the Accounts Payable (A/P) function and VP Finance on various month-end accounting processes.

Essential Functions:

- Daily recording and posting of all student payments and other Day Sheet transactions. Generate Day-Sheet reports for entry into General Ledger.
- Monthly review of student A/R balances. Work with AVP Finance to follow up on outstanding student account balances, either after the semester due date, or for late monthly Payment Plan payments.
- Provide exemplary customer service by assisting students over the phone, by email, and in person. Observe and explain pertinent deadlines, policies, and procedures related to the business office and cash-related transactions. Collaborate, when needed, with WS Student Services and Advisors to ensure timely response and resolution of any issues.
- Support the semester-based application of employee waivers; send bills for governmental third parties who partner with payments.
- Deposit check donations, and enter related donation report into the general ledger.
- Provide backup and support to WS Accountant as needed in accounts payable processes included paying Invoices, Check requests, Employee reimbursements and Direct Loan payments. Initiate and process bi-weekly Paymerang payments and checks in coordination with AVP Finance.
- Provides analytical support for routine budget projects.
- Advises administration and staff regarding available options and budgetary implications.
- Assists in preparation of operational budgets for departments; reviews expenditures to ensure conformance with budgetary provisions.
- Compiles data and prepares reports.
- Other duties as assigned



Qualifications:

- Evangelical Christian commitment and lifestyle consistent with the World Evangelical Alliance Statement of Faith and the Seminary's governing virtues.
- Bachelor's degree required
- Three years' accounts receivable, or administrative or other related experience preferred
- Demonstrated ability to learn new things and solve problems.
- Attention to detail in this position is essential to the departmental goal of receiving an audit without deficiencies
- Demonstrated outstanding ability to organize tasks and manage projects, work independently, and schedule ongoing work efficiently and effectively
- Excellent oral, written, and interpersonal skills. Very good with public contact and hospitality.
- Demonstrated ability to handle personnel and financial matters with accuracy, efficiency, confidentiality, integrity, and good judgment.
- High level of proficiency with Microsoft Suite required.
- Prior experience in accounting software preferred.