

ACCOUNTING MANAGER/CONTROLLER

Brescia University is searching for an Accounting Manager/Controller to assist the VP Business & Finance in the administration of financial operations. This person is responsible for managing the overall accounting functions including accounts payable and student billing.

Responsibilities include, but are not limited to:

- Manage all facets of student accounts and the general ledger
- Review invoices and expense reports for accuracy and compliance with policies, procedures, and regulations
- Reconcile federal and state funds
- Prepare financial reports
- Assist with budget preparation and annual audit
- Supervision of Business Office staff

Qualifications for the position:

- Bachelor's degree in accounting, business or finance is required; Master's degree and/or CPA preferred
- Three years of experience in accounting required; higher education or non-profit environment preferred
- Supervisory experience preferred
- Thorough knowledge of generally accepted accounting principles
- Very proficient using Microsoft Office suite and accounting software
- Detailed-oriented with high degree of accuracy
- Strong analytical and problem solving skills
- Excellent communication skills

Submit a resume with salary expectations to HR@Brescia.edu or mail to:

Brescia University
PR#24-45
717 Frederica Street
Owensboro, KY 42301

BRESCIA UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER

Diverse candidates urged to apply

This employer participates in the Electronic Employment Verification Program. In compliance with federal law, all persons hired at Brescia University are to verify identity and eligibility to work in the U.S. and to complete the required employment eligibility verification form upon hire.