

Senior Staff Accountant – General Accounting Supervisor

To supervise and monitor General Accounting staff. Review all work (as indicated below) to ensure it is completed efficiently and correctly.

Job Duties:

Team Responsibility and work to be reviewed:

- Annual Budget Preparation including Board Book
- Process budget transfers and waivers
- Perform budget availability checks
- Work with Department Heads regarding requisitions and budget balances
- Maintain quarterly allocation report
- Process travel advances & audit travel expense reports
- Resolve expense overages and shortages letters
- Maintain and reconcile endowment accounts
- Establish and maintain index and fund numbers
- Post daily cash bags
- Reconcile ADS gifts and clearing account
- Reconcile all bank accounts
- Maintain and reconcile Blue Book Accounts
- Input journal vouchers
- Process utility invoices for payment
- Process local (inter-departmental) purchase orders
- Input AR
- Other duties as assigned by the Chief Accountant, Associate Comptroller and Assistant Vice President for Business Affairs and Comptroller

Qualifications:

- Bachelor's degree in Accounting or related field from four-year college or university with a minimum of 2-3 years of experience with supervisory responsibilities
- Must be able to work well with others in a fast-paced environment

How to Apply

Please submit a cover letter, resume, and a completed Application for Educational Support Staff Employment either via email at HROFFICE@hamptonu.edu or fax to (757) 727-5969:

Office of Human Resources
Hampton University
Hampton, VA 23668

***No phone calls*

***Incomplete applications will not be considered*

Forms:

Visit [Human Resources – Hampton University Human Resources](#) to retrieve the educational support staff employment application and other supplemental application materials.