

Staff Accountant (General)

The Staff Accountant reports to the General Accounting Supervisor. Maintains and monitors activity relevant to the general ledger and verifies various business transactions. Analyzes data and reviews financial records while using Generally Accepted Accounting Principles (GAAP).

Duties and Responsibilities

- Data entry into the general ledger
- Maintain and file journal entries
- Prepare month end journal entries
- Monitor University utility bills for accuracy and timely payments
- Prepare, file, and ensure payment of monthly Admissions Tax and Sales and Use Tax
- Review and process interdepartmental charges
- Perform general accounts analysis and reconciliations
- Review and reconcile gift reports and credit card transactions
- Review and process daily bank deposit as received by Cashier's Office
- Prepare financial statements by gathering and analyzing information from the general ledger system
- Develop spreadsheets to assist management with analyzing internal and external information
- Provide accounting support to internal and external departments
- Provide administrative support when necessary
- Other analysis and projects as required
- 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
- Must be able to work well with others in a fast-paced environment
- Computer literate with knowledge of Microsoft Excel and Word
- Good communication skills
- Be flexible to work additional hours upon request

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.