

### **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**

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Please submit a cover letter, resume, and a completed Application for Educational Support Staff Employment either via email at [HROFFICE@hamptonu.edu](mailto: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***