



JOB DESCRIPTION

JOB TITLE: Accounting Specialist
DEPARTMENT: Finance
LOCATION: San Diego, CA
POSITION STATUS: Full-time, Exempt

Job Description: Provide work direction and problem solving to accounting department and student finance series staff. Ensure proper processing of accounts payable and bank reconciliations. Process and finalize payroll. Ensure Perkins Stafford loan disbursement complies with Federal Title IV Aid regulations, student and third-party billing, financial aid posting, student refunds and return to lender processing, cashiering, reconciliation and collections. Maintain accurate and timely general ledger, account variances, financial analysis, banking and cash management. Maintain accuracy of all receipt and expenses of fund raising programs and provide monthly profit and loss statements for each program. Prepare tax and information returns ensuring compliance with IRS regulations. Prepare monthly and year-end audit schedules/analysis. Assist CFO in research/preparation of responses to financial and student A/R issues. Assist CFO in development, modification, training and dissemination of TJSL and departmental policies and procedures. Maintain record retention for Finance, Accounting and Accounts Receivable.

Minimum Job Requirements: Bachelor's Degree in Finance, Accounting or a related field plus 24 months experience in the job offered or any related occupation.

Special Requirements: One year of experience with fund balance accounting; GAAP; Federal Title IV guidelines and regulations; PowerCampus; PowerFaid; and Greatplains.

Method of Application: Mail resume to L. Chigos, Thomas Jefferson School of Law, 1155 Island Ave., San Diego, CA 92101.