

## **West Chester University Foundation Disbursement and Fund Accountant**

*The West Chester University Foundation is an independent non-profit organization that engages donors and other partners to drive student success. We secure funding that helps West Chester University students achieve more.*

The West Chester University Foundation is currently looking for an accountant to join its dedicated and focused Accounting and Finance team. The **Disbursement and Fund Accountant** is a fulltime, exempt position that is responsible for supporting the accounting operations of the West Chester University Foundation (WCUF) by providing processing, reconciliation and general ledger support to the WCUF Controller and Chief Financial Officer

At West Chester University Foundation, we focus on building a team and working environment where individuals can succeed professionally and personally. We work with the mindset that an organization is healthy when we work with passion, respect, innovation, dedication and a high degree of ethics.

As a member of our team, you will have a direct impact on a meaningful mission that engages donors and other partners to drive student success and help students to achieve more. We know that succeeding in our mission is critical and requires incredible talent and teamwork. We invest in our employees by providing the tools, knowledge and environment necessary to achieve these goals.

More about the WCU Foundation can be found at [www.wcufoundation.org](http://www.wcufoundation.org).

### **Essential Job Functions:**

- Accounts payable processing including proper coding of invoices, handling vendor records, W-9 verification, preparation of disbursements and yearly 1099 statements.
- Ensures that disbursement requests and supporting documentation comply with Foundation guidelines and policies.
- Analyzes credit card statements and other invoices for accuracy and eligibility for payment. Exercises independent judgment and initiative, and attention to detail in ensuring proper and timely payments.
- Communicates frequently with Foundation and University leadership, faculty and staff to obtain approval and other information to support accurate recording and processing of disbursements.
- Create & input journal entries to the general ledger.
- Maintains files of documents associated with vendors and contracts; maintains contact and confers with vendors, responding to or making inquiries, as necessary.
- Prepare fiscal year end accruals.
- Assist with annual audit.
- Provides procedural guidance to Foundation and University staff; responds to financial questions and concerns to meet business needs.
- Perform and complete other duties and special projects as assigned by manager.

**Job Requirements/Qualifications:**

- Bachelor's degree in accounting or business preferred or any equivalent combination of training and work experience, which provides the required knowledge, skills and abilities.
- 3 – 5 years Accounts Payable experience.
- Strong personal computer and general accounting software skills.
- Proficiency in MS Excel and Word.
- Sharp analytical and problem-solving skills.
- Strong attention to detail.
- Adept at handling sensitive and confidential information.
- Ability to maintain confidential and meticulous records
- Effective interpersonal skills for interacting with clients, peers and upper management in order to educate and update them on accounting policies and procedures.
- Must demonstrate a strong customer service focus to foster cooperative relationships both internally and externally.
- Must possess independent judgment, strong organizational, project management and problem solving skills with impeccable multi-tasking abilities
- Ability to demonstrate poise, tact and diplomacy in a variety of situations.
- Ability to quickly learn and adapt to new technology.

**Typical Work Conditions:**

- Work is performed in an office environment.
- Extensive time sitting at computer.
- Routine local travel ( ex., bank, post office)
- May work additional hours as needed.
- Use of personal devices (cell phone, personal computer, etc...) may be necessary on occasion to maintain business operations.

**Typical Physical Demands:**

- Regular use of hands to manipulate office tools and equipment, phones and computer keyboard.
- May lift and move office supplies up to 20 pounds.
- May stand, reach with hands and arms, stoop, and squat to file.
- Sit for extended periods of time.
- See to read a variety of materials.
- Hear and speak to exchange information.

We are proud to offer a competitive salary of \$45,000 - \$50,000/year and a full benefit package such as paid time off, medical, dental and life insurance, and employer contribution to retirement plan. For details on available benefits, please refer to the Benefits Summary on our website [www.wcufoundation.org/employment](http://www.wcufoundation.org/employment).

No relocation assistance is available for this position.

Applicants must submit a **letter of interest highlighting relevant professional accomplishments, a current resume, three references, and salary requirements.**

Please apply by sending requested documents to [hr@wcufoundation.org](mailto:hr@wcufoundation.org). Review of applications will begin immediately and will continue until the position is filled.

West Chester University Foundation is an Equal Opportunity Employer. Applicants for positions are considered without regard to race, creed, color, country of origin, sex, age, citizenship, disability, sexual orientation or any other protected characteristics established by law.