

# BELHAVEN UNIVERSITY

## Accountant

Belhaven University is an innovative and academically progressive institution built on the timeless principles of scholarship, service, and biblical truth. Since its founding, Belhaven University has sought to fulfill the mission expressed in its motto: "to serve, not to be served."

"Our Standard is Christ" is the identifier of Belhaven University because as an institution we are committed to honoring the Lord in all we do. Located in Jackson, Mississippi, we are one of America's most innovative and fastest growing private schools, serving nearly 3,500 undergraduate and graduate students. This includes the 940 traditional students in Jackson. Belhaven University was an early innovator in accelerated adult education, and have equally led the way among Christian schools in establishing robust online degree programs.

## Description of Position

This position is an important member of the Business Office team. The primary responsibility of this position is to ensure all financial transactions are posted in a timely, accurate, and proper manner into our financial reporting system. This position will provide customer service to all students, faculty and staff during the established operating times of 8am to 5pm Monday through Friday, except for holidays. The successful candidate will have a positive attitude, be a fast learner, and a team player all in accordance with the Belhaven University's mission and standards. This position will also provide support to the financial reporting function of the Business Office.

## Responsibilities

- Works with the Business Office team to ensure compliance with institutional, state and federal policies, procedures, and regulations.
- Analyzes and reconciles accounts as assigned.
- Participates in a variety of account activities.
- Assists in monthly and quarterly close processes to ensure accurate reporting of financials.
- Maintain confidentiality of University information.
- Assist with special projects and perform other duties as may be assigned by Controller.

This announcement covers most of the significant duties performed by the position, but does not include other work, which may be similar, related to, or a logical assignment for the position.

## Qualifications

- Bachelor's degree in Accounting or Finance or related field.
- The successful candidate must articulate a Christian worldview in one's area of service and must fully support the University Vision Mission and Statement of Faith. <https://www.belhaven.edu/about/mission/>
- Demonstrated professional work ethic and a positive, problem-solving attitude.
- Proficient in Microsoft Office.
- 3 years' experience in a finance or accounting office or equivalent consulting experience.
- Demonstrated understanding of finance and accounting standards, practices, and reporting at an accredited higher education institution.
- Excellent verbal and written communication skills.
- Attention to details and superior organizational skills.
- Ability to follow verbal and written communications and communicate effectively in a professional and courteous manner.
- Ability to work both independently and collaboratively in a dynamic and demanding environment.
- **Preferences:** Experience in the Business Office of an institution of higher education, and Ellucian-Colleague experience.

## **Application Process**

To be considered for this position, a complete application packet must be received. Complete application packet will include the following:

- Letter of Intent; including explanation of how your prior experience fulfills above responsibilities and qualifications
- Resume
- Please prepare a brief account (no more than 750 words) of your spiritual pilgrimage including the time and circumstances surrounding your becoming a believer in Christ and your current relationship with Christ. Please click on this link <https://www.belhaven.edu/pdfs/employment/letter-of-employment-commitment.pdf> to review Belhaven University's Commitment Statement including our employee expectations. Should you receive a job offer you will be asked to sign accepting this commitment.

### **Send, or email complete application packet to:**

Virginia C. Henderson  
Director of HR, Payroll and Title IX Coordinator  
Belhaven University  
1500 Peachtree Street  
Jackson, MS 39202  
Email: [vhenderson@belhaven.edu](mailto:vhenderson@belhaven.edu)

Employment at Belhaven University is contingent upon the results of an independent background check.