



Job Title:	Financial Accountant (Hybrid)
Department:	Finance & Accounting
Reports to:	Director of Financial Services
FLSA Status:	Exempt

Job Summary

The Financial Accountant will manage advanced accounting and compliance responsibilities related to grant funds and student accounts, while providing high-level financial and analytical support to the Finance Office. This role uses sound independent judgment to ensure accurate financial reporting, regulatory compliance, and strong internal controls. The Financial Accountant oversees student billing and accounts receivable, supports audits, and works closely with campus partners to maintain effective financial practices and deliver excellent service to students and stakeholders.

This position reports directly to the Director of Financial Services

Essential Functions and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Independently manage grant accounting activities, including tracking revenues and expenses and ensuring compliance with approved budgets and grantor requirements.
- Prepare grant financial reports and assist program staff with budget-to-actual reviews.
- Administer the student billing system and set up tuition, fees, housing, and other student charges by term.
- Reconcile the student billing subledger to the general ledger and resolve discrepancies.
- Manage student accounts receivable, including aging analysis and follow-up.
- Process refunds in compliance with federal, state, and institutional regulations.
- Ensure compliance with Title IV requirements, refund policies, and return-of-funds calculations.
- Prepare schedules, reconciliations, and documentation for annual audits and grant-specific audits.
- Participate in monthly close, journal entries, and general ledger maintenance.
- Support annual budgeting and periodic financial reporting.
- Collaborate with Offices of Financial Aid, Registrar, Admissions, Housing, and Institutional Advancement.
- Assist with system testing, upgrades, and process improvements.
- Provide guidance and training to staff on billing and compliance procedures.
- Other duties as assigned.

This job description is intended as a general guideline. Additional duties, qualifications, competencies, training, etc. may be required. The use of this document does not express or imply an employment contract.



Recommended Minimum Qualifications

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in accounting, Finance, or related field required.
- Minimum 3–5 years of nonprofit or higher-education accounting experience.
- Strong knowledge of GAAP for nonprofits and higher education.
- Working knowledge of Title IV and student account regulations preferred.
- Proficiency in Excel and familiarity with accounting/student information systems.
- Ability to exercise independent judgment and work with minimal supervision.

Physical Demands and Environmental Conditions

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is:

- Regularly required to sit, talk and hear
- Frequently required to stand and walk
- Occasionally required to use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, or crouch
- Occasionally required to lift and/or move up to 10 pounds
- Report to an assigned office or work location regularly, as required
- Occasionally required to attend meetings
- Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus

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Job Competencies

For placement in this job, individual must demonstrate proficiency for each of the following competencies at the level defined.

- Attendance and Punctuality
- Attention to Detail
- Adaptability
- Communication
- Computer Literacy
- Integrity
- Problem Solving
- Quality Orientation
- Results Orientation
- Stress Tolerance
- Teamwork
- Technical Usage
- Sound judgement

Legal & Compliance Notices

Equal Employment Opportunity

Austin Presbyterian Theological Seminary is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, genetic information, or any other status protected by applicable law.

Faith-Based Employment

As a faith-based institution, Austin Seminary reserves the right, where permitted by law, to prefer candidates who affirm and support our Christian values and mission in alignment with the Seminary's Presbyterian-Reformed tradition.

Americans with Disabilities Act (ADA)

The Seminary will provide reasonable accommodations to qualified individuals with disabilities to enable them to perform the essential functions of their job. Employees or applicants requiring accommodations are encouraged to contact Human Resources.

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At-Will Employment

Employment with Austin Seminary is at-will. This means that either the employee or the Seminary may terminate the employment relationship at any time, with or without cause or notice, unless otherwise provided by written agreement.

Job Description Disclaimer

This job description is intended to describe the general nature and level of work performed. It is not intended as an employment contract, nor does it list every duty, responsibility, or qualification required. Additional duties, responsibilities, or qualifications may be assigned as needed.

I acknowledge that I have read and understand the essential job functions, physical and environmental demand requirements.

- I do not need accommodation to perform the essential job functions listed above.
- I do need accommodation to perform the essential job functions listed above.

Employee Name

Employee Signature

Date

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