Harcum College in Bryn Mawr, PA, a leader among the nation’s independent, two year colleges, has an immediate opening for a **Staff Accountant**. This position will work closely with other departments in the College and will report to the Controller.

**Responsibilities:**

- Post cash receipts on a daily basis. Ensure receipts are correctly coded to general ledger
- Post student receivables and compare to posting reports. Reconcile student accounts receivables to the general ledger on a weekly basis.
- Reconcile room and board charges to the student information system and general ledger
- Reconcile benefits withholdings and retirement withholdings and company match.
- Prepare schedules for month end close and annual audit.
- Reconcile donations, special events and fundraising activities to the general ledger.
- Review departmental budgets monthly and notify budget managers of any significant overages.
- Prepare journal entries
- Assist with any other related projects and activities as deemed necessary.

**Qualifications/Skills:**

- Bachelor’s degree in Accounting or Finance is required
- Strong attention to detail and customer service
- Strong computer skills –Microsoft Office (Excel, Word, PowerPoint)
- Experience with various accounting software packages is a plus
- Strong written and verbal communication skills
- The ability to manage multiple priorities.

**ABOUT HARCUM COLLEGE**

Harcum College is an independent, coeducational, fully accredited, residential college. The College offers associate degrees in allied health, business and social science, as well as certificates and a variety of continuing studies programs.

Founded in 1915 by Edith Hatcher Harcum and Octavius Harcum, it was the first college in Pennsylvania chartered by the state to offer the associate degree. Today Harcum has degree programs on its Bryn Mawr Campus, located about 20 minutes west of Philadelphia, programs online and at Partnership Sites throughout the region, serving approximately 1,500 students.
Harcum provides quality instruction from faculty, close student-faculty collaboration, small class sizes, and individualized support services.

COMPENSATION
Harcum College offers a comprehensive benefits package and the salary will be commensurate with experience. Harcum College is an Equal Employment Opportunity employer. Resumes MUST include salary requirements for consideration of employment.

Please send cover letter and resume including work history to:

Claudine Vita
Executive Director, Human Resources & Compliance Officer
Harcum College
750 Montgomery Avenue
Bryn Mawr, PA 19010
Fax: 610-526-6011

Preferred response for this position is via email: cvita@harcum.edu