

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

**Accountant 2 - Scholarships
Accounting Services
Regular Full-time Position
Position Number 547000**

General Description

The Accountant 2 reports to the Director of Accounting Services and performs accounting duties related to private scholarships, endowments, APSU Foundation, APSU Alumni Association and technology fee funds. Responsibilities include reconciling private scholarship, endowment, foundation, Alumni and technology fee funds, selected accounting funds as assigned and assisting with University and foundation year-end closing activities and preparation of annual foundation financial reports and budgets.

Primary Duties and Responsibilities

- In coordination with University Advancement, establish, monitor and review private scholarship and endowment funds, accumulate data and prepare required financial reports.
- Prepare miscellaneous private scholarship and Foundation reports for TBR and other outside agencies.
- In coordination with the Technology Committee Chair and Assistant Vice President for Finance, collect data and prepare financial reports on technology fee budgets, projects and expenditures on a semi-monthly basis. Submit technology fee budget, revision and expenditure reports to TBR and APSU Fort Campbell Center, as requested.
- Perform accounting duties for foundation, alumni, technology fee and institutional funds as assigned, including preparation of budgets and financial reports, journal entries and corrections.
- Communicate and coordinate with external agencies and faculty, staff and students at APSU to obtain and/or provide information related to private scholarship, foundation, endowment, alumni and technology fee funds.
- In coordination with the Vice President for Finance, collect data, prepare, submit and monitor Risk Management assessment reports per TBR requirements.
- Prepare quarterly report of President's expenses for submission to TBR.
- Maintain and monitor foundation investments.
- Prepare yearly foundation financial statements under FASB and GASB guidelines; prepare various foundation financial reports, as requested for the Foundation Board.
- Develop/design computer programs/spreadsheets to facilitate reporting functions for above funds.
- Analyze monthly Banner Finance financial reports for above funds and prepare corrections and adjusting and closing entries as needed.
- Assist with on-campus and Fort Campbell registrations.
- Perform other job-related duties and special projects as assigned.

Essential Functions

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) and SungardHE Banner.
- Ability to communicate effectively and appropriately.
- Ability to maintain confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to maintain files accurately, in paper and in software programs.

Essential Functions continued

- Ability to handle multiple tasks simultaneously.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to accurately apply fund accounting principles, maintain records and prepare reports.
- Ability to plan, prioritize and meet deadlines.

Required Minimum Qualifications

- Bachelor's degree in accounting or related field.
- Two years of accounting experience.
- Computer proficiency.
- A background and credit history check will be required of the successful applicant.

Additional Preferred Qualifications

- Previous experience in higher education or governmental accounting.
- Previous experience with Sungard SCT Banner Finance.

IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS