

**Accounting Assistant**

**Location:** Donnelly College, Kansas City, Kansas

**Full/Part Time:** Full-Time **Exempt/Non-Exempt:** Exempt

**Position Reports to:** Director of Accounting

# ABOUT DONNELLY COLLEGE and BUSINESS OFFICE

Donnelly College, located in the heart of Kansas City, Kansas, is an independent, coeducational, Catholic institution founded by the Benedictine Sisters of Mount St. Scholastica and sponsored by the Archdiocese of Kansas City in Kansas. The college was established in 1949 to meet the needs of urban immigrants and the working class, with special focus on “those who might not otherwise be served.” Today, Donnelly continues that tradition by providing access and affordable education within a culture that promotes student success and by serving as the region’s only federally designated Minority Serving Institution and Hispanic Serving Institution. Our community is proud of the rich racial and ethnic diversity of our students, staff and faculty and how that diversity supports our learning environment. Through a strong general education curriculum integrated with career-oriented majors, Donnelly College offers programs leading to bachelor and associate degrees and certificates. To find out more, please visit [www.donnelly.edu.](http://www.donnelly.edu/)

The Business Office is responsible for all financial services and reporting for the College. The includes providing services to students and employees as well as all aspects of payroll, accounting, and financial reporting. This requires forward thinking and a “do what it takes attitude” to ensure departmental resources are maximized throughout the entire year. Must be able to maintain confidentiality and be comfortable handling sensitive information. Must be able to pass a Background check and complete Virtus training.

**Responsibilities fOR ACCOUNTING ASSISTANT**

# Process monthly credit card statements.

# Reconcile general ledger accounts as assigned by the Director of Accounting.

# Make daily bank runs to deposit funds.

1. Help the Student Account Specialist when he/she is absent or during peak enrollment times. The AA will employ well-developed communication skills to communicate technical financial information and handle a variety of customer situations and disputes using tact, diplomacy, and patience. The ability to create and maintain collegial, harmonious working relationships with others is essential for this position.
2. Serve as the backup for Accounts Payable.
3. Other tasks as assigned.
4. Applicant must pass a background check and complete VIRTUS training.

# QUALIFICATIONS

* Associate degree or bachelor’s degree in accounting preferred.
* Experience using Microsoft Office such as Word, Excel and Outlook.
* Excellent written and verbal communication skills.
* Ability to effectively manage time and work independently.
* Preferred experience with MS Dynamics, Empower and Canvas programs.
* Bilingual (English/Spanish) strongly preferred.
* Experience working with diverse student populations.
* Philosophically aligned with the mission and values of the College to engage and support our Catholic identity, practicing

Roman Catholic preferred.

# How to Apply

Please e-mail your cover letter and resume to hr@donnelly.edu **Accounting Assistant position** in the subject line.

Donnelly College is an Equal Opportunity Employer. It is our policy to make all personnel decisions without discriminating based on a person’s sex, race, color, creed, religion, age, national origin, ancestry or disability. Donnelly College | 608 N. 18th Street, Kansas City, KS 66102 | [www.donnelly.edu](http://www.donnelly.edu/)