



THE UNIVERSITY OF TOLEDO FOUNDATION

**WE'RE HIRING!**



## **SENIOR ACCOUNTING CLERK**

Process and print disbursement checks; review data entry for accounts payable, receivables and general ledger transactions and prepare basic account reconciliations.

### **SPECIFIC DUTIES:**

The following duties reflect management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

- Code and review disbursement requests and ensure compliance with the Foundation's disbursement policies.
- Process and post checks to the accounting information system.
- Print and mail disbursement checks.
- Review accounts payable entries for accuracy.
- Review journal entries for accuracy.
- Act as a liaison to University stakeholders for matters relating to disbursements (via e-mail, phone, or in-person).
- Process UToledo receivable transactions.
- Prepare routine journal entries.
- Assist in preparation of Form 1099.
- Prepare basic bank and other account reconciliations.
- Other duties and back-up/cross-training responsibilities as assigned.

## REQUIREMENTS:

An Associate's degree in Accounting or Finance and a minimum of 3 years' work experience in a business setting or the equivalent combination of education and experience. Previous experience with accounting and financial software in a not for profit environment preferred. Must be proficient in Microsoft Word, Excel and data entry. Exemplary organization and customer service skills with demonstrated professionalism to internal and external stakeholders.

## PERFORMANCE STANDARDS:

- Passion for the institution's mission, traditions and long-term success. Consistently demonstrate the mission, vision and values of the University of Toledo Foundation and the University.
- Our RITE Values – Respect, Integrity, Transparency & Teamwork, and Excellence
- Outstanding written, verbal and interpersonal skills. Must be able to develop interpersonal relationships with multiple constituents.
- Demonstrate integrity, impeccable ethics, initiative, enthusiasm, and the ability to establish trust and credibility.
- Demonstrate commitment and ability to:
  - Provide quality customer service, plan, organize and remain accountable for actions.
  - Problem solve utilizing critical thinking skills.
  - Function in a confidential manner and collaborate with other staff.

## THE UNIVERSITY OF TOLEDO FOUNDATION

The University of Toledo Foundation, an independent 501(c)3 organization, exists for the sole purpose of supporting The University of Toledo. The Foundation is the official gift-receiving and fund-management organization for the University. Our purpose is to support the University's broad educational mission by receiving, managing, and distributing generous gifts to benefit students and enhance faculty and program efforts. The Foundation includes the Development, Alumni Relations and Special Event functions. Through its subsidiary, the UT Real Estate Corp., the Foundation also manages off campus real estate matters for the University. The Foundation embraces the mission of The University of Toledo by aspiring to be a forward-thinking, philanthropic organization, providing impactful financial support and engagement opportunities for transformation throughout the University community.

## HOW TO APPLY:

*Interested candidates should submit a cover letter, resume, and three professional references to [UTFJobs@UToledo.edu](mailto:UTFJobs@UToledo.edu). Priority will be given to applications received by Monday, December 2nd.*



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