The University of Iowa Department of Intercollegiate Athletics

ANNOUNCEMENT OF POSITION VACANCY
Senior Accountant

Classification Title/Code: Senior Accountant
Working Title: Senior Accountant
Department: Intercollegiate Athletics
Staff Type: Professional & Scientific
Type of Position: Regular 100% time; Probationary; FLSA Exempt
Pay Level: 4A
Salary Range: $46,000 to $70,000
Apply By: (within 14 days of initial posting)

The University of Iowa Department of Athletics seeks a self-motivated, results-oriented individual with the knowledge, ability and interpersonal skills required to serve as Senior Accountant. This is a full-time position with a salary range of $46,000 to $70,000 commensurate with education and experience and includes full University benefits.

The successful candidate is responsible for coordinating and preparing budget information and financial reports, monitoring and reconciling accounts, associated transactions and balance sheet data, preparing EADA and NCAA reports, working with audits involving financial and accounting data, and performing various other duties in conjunction with the CFO to ensure all aspects of the business operations are functioning and efficient.

The University of Iowa is a NCAA Division I institution and a member of the Big Ten Conference. The Department of Athletics manages 22 varsity sports programs and related events with a workforce of approximately 200 regular employees and 300 temporary employees. Athletics is a people-centric organization that operates under a “Win. Graduate. Do It Right.” philosophy. For more information regarding Athletics, please click here.

Benefits Highlights: Excellent fringe benefit package including paid vacation and sick leave; health, dental, life and disability insurance options; and generous employer contributions into retirement plans. The University of Iowa is a Big Ten, nationally ranked research university with 30,000 students located in Iowa City. A vibrant community boasting excellent public schools, safe, comfortable neighborhoods, affordable housing, a highly educated population, and numerous cultural, recreational and sporting opportunities and events contribute to the Iowa City area frequently appearing high on the best-places-to-live listings. Go to “Working at Iowa” to learn more.

Required qualifications:
• Bachelor’s degree in Accounting, Finance or Business Administration or an equivalent combination of education and experience;
• One to three years of progressive experience in the areas of accounting and financial analysis;
• Excellent oral and written communication skills;
• Ability to work constructively and collaboratively in a diverse environment, demonstrating strong interpersonal skills and ability to build trusting relationships;
• Working knowledge of, and the ability to:
  o utilize finance and accounting practices, financial analysis, and reporting, including GAAP accounting principles and familiarity with GASB;
• analyze and interpret general and complex statistical data, including trend analysis;
• utilize PeopleSoft or similar software applications specific to the general ledger, accounts payable, purchasing & human resources (please specify software used).
• Extensive proficiency and experience with Microsoft Excel and working proficiency with other Microsoft Office software (e.g., Word, Outlook, Access and PowerPoint).

Desired qualifications:
• Minimum of three years working in a university business environment or professional/collegiate sport business environment;
• Working knowledge of Ticketing systems, experience with Paciolan highly desired (please specify);
• Experience preparing EADA and NCAA athletic financial reports;
• Working knowledge of:
  o Internal audit process and methods to ensure organizational compliance;
  o Annual budget development process;
  o University financial systems (please specify)

Application Details:
Visit our website at https://jobs.uiowa.edu and search for keyword “senior accountant”. Only applications submitted at https://jobs.uiowa.edu will be accepted. Please – No phone calls or emails.
• Applicants must upload a resume and cover letter and mark them as a relevant file to the submission. Applications without both a cover letter and resume will be considered incomplete and ineligible for consideration.
• Job openings are posted for a minimum of 14 calendar days and may be removed from posting and filled any time after the original posting period has ended.
• The successful candidate will be subject to a credential and criminal background check, and a driving record review.
• Five professional references will be required at a later step in the recruitment process.

For questions or additional information, please contact athl-human-resources@uiowa.edu

The University of Iowa is an equal opportunity/affirmative action employer. All qualified candidates are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, religion, national origin, age, sex, pregnancy, disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, associational preferences, or any other classification that deprives the person of consideration as an individual.