

UTS / Barrytown College - Comptroller / Bursar Job Opening

Susan Bouachri
October 20, 2014

UTS is seeking an experienced accountant, familiar with higher education institutions, to manage the day to day accounting and bookkeeping functions at a small Seminary and Undergraduate college.

Assist with: Annual Budget preparation, Monthly Budget to actual report summary, Coordinate accounting policy with CFO, Supervise annual audit, Serve as Bursar for Graduate School. Supervise Bookkeepers, Payroll, Federal reports, Coordinate Cash flow with Parent organization

Bachelor's degree in Accounting or Finance required.

Would consider recent college graduate.

Compensation includes health insurance (87.5% paid) plus 403b retirement plan with generous match.

To request full job description, or to apply, email resume and two letters of reference to John Redmond

Susan Bouachri, SPHR
HSA-UWC Director of Human Resources