

**Madonna University**  
**Job Description**

**Job Title:** Accountant II  
**Department:** Business Office  
**Reports To:** AVP / Controller  
**Prepared Date:** September 2025

**SUMMARY**

This position performs a wide range of professional accounting duties for the University. Interfaces with other departments to proactively identify issues and ensure timely resolutions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Maintain strict adherence to the Confidentiality of university information which the position becomes in contact with or is involved in creating.
2. Support departmental and university-wide efforts to automate and streamline procedures and practices which improve efficiencies and the quality of financial information used for decision-making.
3. Collects and records daily bank deposits.
4. Maintains and reconciles cash box.
5. Plays vital role in aspects of Accounts Payable and secondary requisition approvals.
6. Reviews and approves requisitions for budgetary appropriateness and fund availability in compliance with institutional policies and procedures.
7. Reconciles the clearing of all issued travel cash advances, and handles transfers of direct deposits to Comerica bank.
8. Performs miscellaneous account reconciliations.
9. Prepares and manages due diligence process for individual Escheats correspondences and maintains knowledge of any updates from Michigan Treasury requirements as well as software updates.
10. Reconciles and reviews labor distribution report for payroll, payroll taxes, verifies the appropriate cost center distribution of salary and wages, prepares summary report for recoding in general ledger, and provides various payroll related analysis and summaries as required for daily activity.
11. Prepares report summary for annual workers compensation audit works on any requirement changes and new regulations.
12. Prepares various payroll reports for Internal Revenue Service (941 quarterly reports).
13. Works closely with and maintains knowledge of payroll journal entries and accounts payable processes.
14. Processes payroll direct deposit.
15. Maintains O&M allocations worksheet monthly.
16. Compiles and maintains information relating to the employee and other benefits, prepares fiscal year-end summaries, and journal entries. Also analyzes and allocates all benefits to various departments/general ledger.
17. Records journal entries for payments of Federal and State payroll taxes and retirement payments and reconciles to the UltiPro reports and bank statements.
18. Collaborates with external auditors on year-end auditing, assists with the year-end closing procedures, and prepares schedules and work-papers used in the preparation of University financial statements.
19. Other duties as assigned.

**MADONNA UNIVERSITY RESERVES THE RIGHT TO ASSIGN OR REASSIGN DUTIES AND  
RESPONSIBILITIES TO THIS JOB AT ANY TIME**

**QUALIFICATIONS**

The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION AND EXPERIENCE**

Associate's degree required, Bachelor's degree preferred with at least one year accounting experience. Experience processing payroll a plus. Must be familiar with accounting software enhancements as well as relevant State and Federal regulations. Working knowledge of Microsoft Office required.

**RELATIONAL SKILLS**

Embrace, uphold, and promote the values of Madonna University, with a sense of commitment to our mission and the future of the institution. Commitment to diversity, equity, inclusion, and cultural awareness in order to strengthen a sense of belonging for all students. Ability to demonstrate genuine empathy and care for students, their challenges, and their success. Ability to work collaboratively and enthusiastically in a team environment. Demonstrated knowledge of and sensitivity to students from diverse backgrounds and the ability to recognize and respond to the unique needs of diverse, underrepresented, and marginalized students.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from groups of managers, customers, and the general public.

**MATHEMATICAL SKILLS—**

Ability to add, subtract, multiply and divide in all units of measure, use whole numbers, fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to touch, handle, or feel; and talk or hear. The employee is may be required to reach with hands or arms, stoop, kneel, or crouch. Employee may occasionally lift and/or move up to 15 pounds. Reasonable accommodations may be considered to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Supervisor Approval \_\_\_\_\_ Date \_\_\_\_\_  
Initial

HR Approval \_\_\_\_\_ Date \_\_\_\_\_  
Initial