



Posted: 04/24/2026

Salary Range: \$44,659.00- \$55,824.00

Status: Exempt, Full-time, On-site

[The College of Idaho](#) is hiring for a dedicated and detail-oriented **Staff Accountant** to join our finance team. In this pivotal role, you will be responsible for maintaining accurate financial records, performing essential account reconciliations, and supporting the integrity of our monthly and year-end close processes. Operating within a dynamic multi-entity and multi-state environment, the Staff Accountant serves as a key contributor to our financial health, ensuring seamless payroll processing, multi-state tax compliance, and adherence to regulatory reporting standards across the institution.

The core responsibilities of this position involve comprehensive **General Ledger maintenance**, including the preparation of journal entries and the resolution of discrepancies in cash and payroll liability accounts. You will play a vital role in **Financial Reporting** by assisting with GAAP-compliant statements and internal analysis. A unique aspect of this role includes supporting **Graduate Student Accounts**, where you will collaborate across departments to resolve complex billing and payment inquiries. Furthermore, you will be instrumental in **Compliance and Auditing**, maintaining internal controls and preparing necessary documentation for internal and external auditors to ensure regulatory alignment.

The ideal candidate will possess a **Bachelor's degree in Accounting** or a related field, though an equivalent combination of education and professional experience will be considered. We are looking for an individual with **1–3 years of accounting experience** or high-level internships who is comfortable navigating complex financial environments. Technical proficiency is a must, specifically with **accounting systems**; while experience with **Ellucian Colleague** and reporting tools like **Informer** is highly preferred. To excel in this role, you should have a background in **payroll processing** and multi-state tax reporting. Furthermore, candidates with a specialized understanding of **higher education or fund accounting** are highly desirable.

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of their employment without sponsorship from The College of Idaho. A current, valid driver's license is also required, and candidates must be vehicle-insurable.

The College offers competitive benefits, including tuition waiver for dependents, health insurance, a retirement plan with employer match, generous paid time off, free access to on-campus fitness centers, and free admission to campus events. Spouses, domestic partners, and dependents are eligible for benefits coverage.

A complete application will include a current résumé, a cover letter addressing qualifications for the position, and the names and contact information of three (3) references: two (2) from management and one (1) professional, sent to careers@collegeofidaho.edu. Review of applications will begin immediately and continue until qualified candidates are selected. As we move through the application review process, additional information may be requested from qualified candidates.

With over 134 years of history, The College of Idaho is a regional and national leader in higher education. The College of Idaho is a [mission-driven community](#) of exceptional learning that challenges the ambitious and forges pathways to success and purpose.

The College of Idaho is proud to be an equal-opportunity employer. We are dedicated to attracting, retaining, and optimizing performance and academic excellence through an inclusive workforce. The College does not discriminate on the basis of sex, race, color, age, religion, disability, national and ethnic origin, veteran status, sexual orientation, gender identity, or any other basis protected by law.