

Job Title:**Accounting Specialist, University****Job Description:**

This position is an AP/AR Specialist who will be responsible for handling day to day support for the Business Office. Responsibilities include full cycle accounts payable, accounts receivable, and correspondence with vendors and students.

Reports to:

Chief Financial Officer, Business Office

Classification:

Staff, Full Time, Non-Exempt

Essential Duties:

- Conducts routine data entry management for accounting records including accounts payable, billing, and accounts receivable
- Knowledge and application of general ledger reconciliations
- Knowledge and application of all aspects of accounts payable and accounts receivable
- Accurately record expenses to accounts and departments by analyzing invoices or expenses, while maintaining the integrity of the general ledger including, but not limited to the following:
- Review expenses to be sure they adhere to University Policy
- Review departmental budgets and code invoices appropriately
- Process employee expense reimbursement requests
- Review employee expense reports and respond to employee inquiries when necessary
- Accurately input expenditure details into accounting system
- Ensures payments are timely and accurate
- Provides information and assistance to other departments; explain transactions and reports; resolve accounts payable issues
- Reconcile credit card statement and input transactions into accounting system
- Interact with vendors regarding accounts
- Reviews billing statements, invoices, and similar documents for accuracy; alerts supervisory staff of any discrepancies
- Review and record banking transactions for all company bank accounts
- Provides information and assistance to students; explain transactions and statements; resolve student billing issues
- Process student credit balance payments
- Invoice students with outstanding tuition each month
- Provide improvement suggestions for existing departmental procedures or innovative new ideas
- Assists in preparation of departmental and university use policies and forms
- Assist with preparation of monthly close schedules
- Assist with audit and tax preparation, as needed
- Assist with special projects
- May assist with mail distribution, answering telephones, and other clerical tasks as needed

This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by CHSU.

**Qualifications/
Education:****Education:**

- A.S. or B.S. Degree earned or in process

Skills & Experience:

- Proficient in Excel and other Microsoft Office suite products
- Excellent interpersonal and communication skills

- Systems oriented, organized with excellent follow-up skills
- Demonstrated ability to work effectively in a team environment
- Maintaining confidentiality of work-related information and materials
- Ability to quickly learn new technology
- Ability to meet deadlines
- Ability to work efficiently under pressure and meet deadlines
- Detail-oriented and works well in a fast-paced environment
- Exercise good judgment, respect colleagues, and work with integrity

Compensation:

CHSU offers a competitive benefits and compensation package. Salary is commensurate with experience.

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, and contact information of at least (3) professional references. Please send a completed package electronically to careers@chsu.edu and type

Accounting Specialist in the subject field of the email.