

Job Title:**Accounting Specialist****Job Description:**

This position will be responsible for performing standard accounting functions including, but not limited to, accounts payable, accounts receivable, and payroll processing. Additional activities may include assisting with monthly financial closings, periodic billings, preparing miscellaneous reports, or other accounting duties as assigned by the Assistant Controller. This position provides the opportunity to work closely in a growing accounting department and gain valuable experience that could further your career.

Reports to:**Assistant Controller****Classification:****Full-time, Non-Exempt****Essential Duties:**

- Knowledge and application of all aspects of accounts payable and accounts receivable
- Receives and verifies invoices, distributes invoices to appropriate departments for approval
- Interacts with vendors regarding accounts
- Prepares (codes) invoices for data entry
- Ensures payments are timely and accurate
- Provides information and assistance to other departments; explain transactions and reports; resolve accounts payable issues
- Provides information and assistance to students; explain transactions and statements; resolve student billing issues
- Performs deposits and deposit postings
- Knowledge and application of general ledger reconciliations
- Assists in monthly financial close process
- Creates and/or updates accounting schedules
- Assists in completion of yearly financial statement audits
- Assists in preparation of annual internal audit files
- Assists in preparation of departmental and university wide policies
- Assists in preparation of departmental and university use forms
- Provides improvement suggestions for existing departmental procedures or innovates with new ideas
- Assists with special projects

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

**Qualifications/
Education:**

- A.S. or B.S. Degree earned or in process
- Three (3) or more years related accounting experience
- Proficient in Excel and other Microsoft Office suites
- Excellent interpersonal and communication skills
- Systems oriented, organized with excellent follow-up skills
- Able to plan and manage multiple projects
- Demonstrated ability to work effectively in a team environment
- Maintaining confidentiality of work related information and materials
- Works closely with each of the department heads within the University
- Ability to meet deadlines

Salary:

CHSU offers competitive wage and benefits packages and is an EEO employer

Application Instructions

Interested candidates are to submit a detailed resume electronically to careers@chsu.org and type **ACCOUNTING SPECIALIST** in the subject field of the email.