

Job Title:**Administrative Accounting Assistant, University****Job Description:**

This position will be responsible for handling day to day administrative and clerical tasks for the Business Office and will require a highly detailed and organized individual. Administrative responsibilities include, for example, scheduling meetings and managing calendars, writing, and proofreading, communication with both internal and external partners on behalf of the Business Office, and filling, faxing, and mailing for the department. This position will also require accounts payable clerical activities including review and coding of invoices, communications with employees and budget managers, and correspondence with vendors.

Reports to:

Chief Financial Officer

Classification:

Staff, Full Time, Non-Exempt

Essential Duties:

- General administrative support for the Business Office
- Maintain digital and physical financial records, keeping them up to date and organized
- Process and manage the physical mail and emails on behalf of the Business Office
- Review expenses to be sure they adhere to University Policy
- Reconcile invoices and identify discrepancies
- Coordinate approvals of expenditures with budget managers
- Interact with vendors regarding accounts
- Serves as liaison with other departments
- Assist in preparation and/or review of departmental forms, memos, and written processes
- Provide improvement suggestions for existing departmental procedures or innovative new ideas
- Assist with special projects
- Other duties, as assigned

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

- A.S. Degree preferred

Skills & Experience:

- Two (2) or more years related administrative experience
- Highly dependable and detail oriented
- Systems oriented, organized with excellent follow-up skills
- Exceptional time management, verbal, and written communication skills
- Proficient in Excel and other Microsoft Office suite products
- Able to plan and manage multiple projects
- Demonstrated ability to work effectively in a team environment
- Maintaining confidentiality of work-related information and materials
- Ability to meet deadlines

Compensation:

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