



POSITION ANNOUNCEMENT

Job Title: Accounting Assistant
Department: Business Office
Reports to: Controller
Shift/Hours: 40 hours per week
Date Prepared: August 26, 2021

SUMMARY:

This position provides administrative support to the Business Office. Assists with various accounts payables/receivables and payroll processes. Performs data entry, generates various reports, process payable checks, student refunds, and processes purchase orders.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Collects and records daily bank deposits and enters/records receipts into accounting system.
2. Handles invoicing process to include matching invoices with purchase orders and packing slips.
3. Opens and distributes office mail.
4. Sorts and mails accounts payable checks.
5. Files, organizes, and maintains filing and filing cabinet.
6. Reconciles and clears all travel cash advances including various Higher One cash advances.
7. Analyzes and reconciles various general ledger and clearing accounts on a monthly/quarterly basis.
8. Follows up on delinquent, general accounts receivables.
9. Maintains petty cash and petty cash transactions.
10. Assists with year-end closing procedures and external audit process.
11. Other duties as assigned.

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 perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill, and/or ability required. Must have a valid driver's license, commercially insurable driving record, and own transportation.

EDUCATION AND EXPERIENCE: Associates degree or equivalent of one (1) year related experience and/or training; or equivalent combination of education and experience. Demonstrated organizational and planning skills. General understanding of higher education services and operations a plus. Strong familiarity with payroll processes and accounting systems required. Working knowledge of Microsoft Office Suite.

TO APPLY: Please **complete the application** on our website at madonna.edu. Please **send a letter of intent** reflecting the above responsibilities and qualifications and a **resume** to hr@madonna.edu.

MADONNA UNIVERSITY: A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.