Position: Part Time Accounting Assistant

Classification: Support Staff—Part-time—1456 hours/year

Reports to: Senior Accountant

Description: The Accounting Assistant is responsible primarily for assisting the Accounts Payable Coordinator. This position is in the Business Office.

Responsibilities:

- Review and distribute all vendor invoices for approval, matching invoices with purchase orders.
- Review all invoices and requests for payment for appropriate account numbers, authorizations, and documentation per University policy.
- Monitor and clear open travel advances in conjunction with Accounts Payable Coordinator.
- Review all expense reports for compliance with University policy on documentation.
- Perform data entry function for all invoices & requests for payment in an accurate & timely manner.
- Create and distribute accounts payable checks in a timely manner, matching invoices with checks.
- Maintain vendor files.
- Prepare purchase orders and distribute copies as appropriate.
- Monitor Open PO’s and vendor statements for past due invoices, resolve billing problems.
- Carry out necessary actions to clear up open encumbrances.
- Perform back up duties for Business Office personnel as assigned.
- Assist with accounting related projects as assigned by supervisor.
- Perform other duties as assigned by the Senior Accountant.

Qualifications:

Education and/or Experience:
- High school diploma or equivalent
- Basic bookkeeping experience preferred
- Accounts payable experience preferred

Mathematical Skills:
- Ability to add, subtract, multiply and divide

Technology Skills:
- Create simple text documents in Word
- Use and maintain voice mail and e-mail
- Possess average keyboarding skills
- Use University software to create & maintain A/P information
- Create and maintain simple Excel spreadsheets

Human Relations Skills:
• Communicate effectively verbally and in writing, in person and via the telephone
• Able to work independently
• Able to multi-task
• Possess Customer Service skills
• Excellent organizational skills

**Physical Demands:**
• Able to sit for extended periods of time
• Able to lift and carry up to 10 pounds
• Able to walk short distances
• Able to reach and bend

**Job # 1213-020**

Please reference job #1213-020 and submit cover letter and resume to: hroffice@carrollu.edu

Posted: 08/30/2012

Human Resources
Carroll University
100 N. East Avenue
Waukesha, WI 53186

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