

Accountant I
\$15.06 per hour
40 hours per week

Please note campus offices will be closed November 24 – 27, 2020, for the Thanksgiving holidays.

Applications will be accepted, until 5:00 p.m., December 2, 2020. Email applications, along with an unofficial transcript, to humanresources@hsu.edu.

Henderson State University is seeking qualified candidates for the position of Accountant I. Duties will include, but are not limited to

- Reconciling multiple bank statements on a monthly basis as well as monitoring bank activity frequently/daily to identify items needing posting.
- Maintaining collateralization records
- Working with on-campus departments who process credit card transactions.
- Post employee and employee tax remittance to various agencies.
- Preparation for football games (fall) and basketball games (Winter/Spring).
- Maintain documentation for records to submit to Great Arkansas Treasure Hunt
- Assist auditors with obtaining records
- Assist cashier's office when necessary
- Submit positive pay and ach batches
- Assist with new computer software implementation
- Other various duties

KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of Generally Accepted Accounting Principles (GAAP). Knowledge of manual and automated accounting systems. Ability to develop and maintain manual or automated accounting systems. Ability to interpret and apply the provisions of laws, rules, or policies to accounting transactions. Ability to analyze financial information and prepare reports. Ability to provide technical assistance to management, research investigators, staff and the general public regarding accounting operations.

MINIMUM EDUCATION AND/OR EXPERIENCE:

The formal education of a bachelor's degree in accounting.

PLEASE NOTE:

The applicant selected for this position will be required to submit to a background screening including criminal background check and credit check.

Henderson State University is an Equal Opportunity Employer/Affirmative Action Employer with a significant commitment to the achievement of excellence and diversity among its faculty, staff, and students.