Major Duties & Responsibilities:

- Maintaining all accounting department files, i.e. new files, timely filing and organizing.
- Scanning of accounting department records.
- Assisting with accounting records retention.
- Shredding documents as requested.
- Copying reports and/or documents as requested by Accounting Staff.
- Ordering and maintaining stock of accounting department supplies.
- Data entry.
- Assist and support non-business accounting needs.
- The ability to cross train with other accounting duties and application as assigned.

Major Duties & Responsibilities:

- Maintaining all accounting department files, i.e. new files, timely filing and organizing.
  - Over 2+ years experience maintaining personnel files, filing documents in a timely manner as well as maintaining organization of files.
- Scanning of accounting department records.
  - Scanned approximately 200 documents, transcripts, and images to shared folder.
- Assisting with accounting records retention.
  - No experience – delete.
- Shredding documents as requested.
  - Operated shredding machine on a weekly basis, shredding over 75 confidential documents weekly and bagging for disposal.
- Copying reports and/or documents as requested by Accounting Staff.
  - Copied transcripts, schedules, and other documents as requested by supervisor.
- Ordering and maintaining stock of accounting department supplies.
  - Responsible for monthly ordering of materials from 3 separate vendors, tracking all orders on Excel spreadsheet.
- Data entry.
  - Performed weekly data entry of approximately 300 entries of student information for advising management software system.
- Assist and support non-business accounting needs.
  - Assisted and supported management with phone coverage, appointment setting, customer service, and other duties as needed.
- The ability to cross train with other accounting duties and application as assigned.
  - Cross-trained for receptionist, initial academic advising, activities coordinator duties, becoming proficient in all within 2 months.
Skills, Knowledge and Abilities:

- Familiar in computer programs including Excel, word processing, accounting software.
- Ability to operate standard office equipment, i.e. Xerox, fax & postage machines, 10-key calculator, paper shredder, etc.
- Ability to deal with highly sensitive information and maintain confidentiality.
- Ability to exercise a high degree of professionalism, sensitivity and tact, in all contacts with the public and associates, including high-pressure situations.
- Must be accurate, detailed and thorough, with good communication and writing skills.
- Ability to lift 50 pounds and reach overhead, push and pull carts, etc.

Skills, Knowledge and Abilities:

- Familiar in computer programs including Excel, word processing, accounting software.
  - Proficient with Word and PowerPoint. Basic knowledge/experience in Excel. Familiar with Access and InDesign.
- Ability to operate standard office equipment, i.e. Xerox, fax & postage machines, 10-key calculator, paper shredder, etc.
  - Able to operate copier, fax, and paper shredder. Some experience with 10-key calculator.
- Ability to deal with highly sensitive information and maintain confidentiality.
  - Trained in Family Educational Rights and Privacy Act (FERPA) in proper handling of confidential and highly sensitive information.
- Ability to exercise a high degree of professionalism, sensitivity and tact, in all contacts with the public and associates, including high-pressure situations.
  - Proven ability to exercise high degree of professionalism in working with customers and staff.
  - Frequently required to work within high-pressure situations, resulting in ability to manage situations seamlessly.
- Must be accurate, detailed and thorough, with good communication and writing skills.
  - Possess excellent attention to detail skills, resulting in high level of accuracy for recording data for spreadsheets and reports.
  - Possess professional writing skills including experience writing memos, recording minutes, and composing professional emails to students and staff.
  - Consistently project friendly, welcoming demeanor during both phone and in-person interactions with students, staff, and co-workers.
- Ability to lift 50 pounds and reach overhead, push and pull carts, etc.
  - Able to lift 60 pounds as well as comfortably reach overhead and pull carts.