

# **Arizona Christian University**

## **Job Description**

**DEPARTMENT:** Finance Office

**REPORTS TO:** Controller

**FSLA STATUS:** Non-Exempt

**DIRECT REPORTS (if any):** None

**JOB SUMMARY:** The Accountant is expected to assist with various duties within the Business Office.

### **PREREQUISITE QUALIFICATIONS:**

A. Education: Bachelor's degree is a plus.

B. Experience:

- Previous accounting experience in bank reconciliation, purchasing cards, accounts payable, accounts receivable, and entry level Human Resource Department duties
- Previous customer service experience is required.
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C. Skills, Knowledge, Abilities:

- Vendor Relations
- Accounts Payable
- Payroll Processing
- High attention to detail and ability to learn new processes quickly
- Multitasking and time management skills
- Effectively communicate both verbally and in writing with vendors and employees
- Excellent people skills
- Ability to deal with confidential information of customers and staff
- Working knowledge of Microsoft Office with an emphasis in Excel
- Experience with Jenzabar accounting software is a plus.

### **DUTIES, TASKS, RESPONSIBILITIES:**

- Work with team members to accomplish the necessary tasks of the day
- Receive and post accounts payable
- Process invoices as received, matching up with purchase orders and scheduling for payment
- Assist with Background Checks, eVerify, I-9, and new hire files
- Other job duties as assigned.

### **Working Conditions:**

- Fast paced – changing environment
- Customer focused
- Some evenings, weekends and overtime required during peak registration times
- Predominately working at a desk/computer workstation
- Lifting, carrying or otherwise moving objects weighing up to 30 pounds
- Frequently moving about the office to collaborate with colleagues and completing assignments