



Administrative Assistant and Accounts Payable Clerk– Staff - California Northstate University, Elk Grove, California, USA

POSITION TITLE: Administrative Assistant and Accounts Payable Clerk

REPORTS TO: VP of Finance/CFO

WORK SCHEDULE: 1.0 FTE, full time, non-exempt, \$25.00/hr

CLOSING DATE: Open until filled

PRIMARY FUNCTION: This position will be responsible for applying generally accepted accounting principles and procedures to prepare accurate and timely financial entries, analyze financial information, and produce timely financial statements and reports for the company.

The position requires solid accounting experience combined with strong analytical skill. The candidate will fit well in an environment that rewards bright, self-starting, energetic, focused individuals with ever increasing responsibilities and challenges. The candidate will need to process strong problem solving skills, work ethic, organizational skills, and attention to details, decision making skills and ability to work with others. This position will support various aspects of the financial system including, but not limited to, assisting in various audits, and monitoring various metrics of the business to aide in daily operational decisions. This position also requires general accounting responsibilities, including journal entries intercompany transactions, account reconciliations and accruals.

PRIMARY RESPONSIBILITIES:

- Review and enter all invoices received via mail and email for all entities
- Obtain W-9 and New Vendor Set Up forms as needed for new accounts
- Research and troubleshoot duplicate and/or problematic invoices
- Provide customer services to all entities (faculty/staff/students) as needed
- Provide miscellaneous support to Staff Accountants and CFO as needed
- Assist in the month-end, quarter-end, and year-end closing processes
- Prepare, review, and analyze monthly financial statements
- Prepare month-end journal entries
- Perform monthly reconciliations
- Assist with budget preparations

- Process accounts payable in a timely manner for all entities
- Assist with tax documentations
- Assist with the preparation and coordination of external audits
- Receive requests for materials and equipment and prepare purchase orders accordingly
- Generates 1098's and 1099's
- Maintain documents and files for the CFO
- Serves as Administrative Assistant for the CFO
- Perform all administrative duties as required
- Other duties as assigned.

QUALIFICATIONS:

- Strong data entry skills
- Excellent verbal and written communication skills
- Must be able to work independently with minimal supervision
- Must be able to research, problem solve, and identify solutions
- Superior attention to detail
- Two to three years of high volume accounts payable experience
- Proficient in Excel or various accounting software
- Previous accounting experience, preferably AP
- Intermediate Excel skills
- Strong initiative and great problem solving skills
- Great Plains knowledge

EDUCATION: B.S. degree in finance, accounting, or Business Administration

EXPERIENCE: Required: 2 years bookkeeping/ AP/AR experience, computer experience working with Microsoft Word and Excel.

KNOWLEDGE, SKILLS, ABILITIES:

- Ability to process a high volume of data entry.
- Is good with computers and spreadsheets.
- Accuracy and attention to detail.
- Must be able to work in a multi-tasked high volume environment, completing multiple and competing priorities.
- Commitment to professional integrity, including knowledge of and commitment to upholding federal confidentiality guidelines regarding financial matters.
- Commitment to a collaborative work environment.
- Commitment to seeking appropriate professional development.

SUPERVISORY RESPONSIBILITIES: None

PHYSICAL DEMANDS:

Work at computer for extended periods of time. Move/manipulate supplies and equipment of various weights (up to 25lbs)

WORKING ENVIRONMENT:

Office environment. Work occasional varied lunch hours. Work occasional flexible schedule including evenings, weekends, and work overtime as the need arises.

Applications will be reviewed upon receipt. For full consideration, candidates should provide resume with at least three references. All candidates are asked to provide a cover letter, articulating how their knowledge, experience, and beliefs have prepared them to function in support of California Northstate University's vision and mission statements.

Please submit your cover letter, resume, list of references, and any additional information to hr@cnsu.edu . Review of applicants will begin immediately and will continue until position is filled.

California Northstate University is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply. For inquiries, please contact us at: **e-mail:** hr@cnsu.edu and/or **telephone:** (916) 686-7400.