



**Position Title:** Accounting Assistant  
**Reports To:** Assistant Comptroller  
**Classification:** Non-Exempt  
**WC Code:** 8868  
**Position Type:** Fifth Level Administrator

***Major Responsibilities:*** It is the responsibility of the accounting clerk to assist in accounts payable, accounts receivable, payroll the comptroller and assistant controller as needed.

***Specific Duties and Responsibilities:***

1. Read, understand and comply with the University's mission, the catalog, the University's policies and procedures, the Staff Handbook and Institutional Effectiveness process.
2. Respond to communications (e-mail, voice mail) on a daily basis.
3. Once a month the master card/visa statement is match with the corresponding invoices.
4. Prepare an excel spreadsheet to charge the corresponding accounts. Then prepares and inputs an entry in the general ledger.
5. Run accounts ledger cards and matches then with the student file.
6. Matches the refund checks with the student file, and obtain the appropriate signatures for the checks.
7. Files as needed all the documents.
8. Assists in the inputting of the journal entries.
9. Covers for the person that goes on vacation.
10. Assists the accounts payable department when they are doing a check run, by matching the checks and the invoices and obtaining the appropriate signatures in the checks.
11. Once the checks are received helps in stuffing them in the envelopes and makes sure that they are ready for mailing
12. Understand and comply with the university's mission and institutional effectiveness.
13. Participate in the self studies and committees conducted by the University.
14. Support and participate in University Commencement Ceremonies.
15. Performs any special project assigned by the President or supervisor.
16. Performs other duties as assigned.

**Note:** The use of computers and university resources is limited for school business purpose. Installation of any software is prohibited.

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be construed as an exhaustive list of all tasks, duties, skills and/or responsibilities required for this position in each Campus at all times. Tasks, duties, skills and/or responsibilities may vary from individual to individual, campus to campus and over time, depending upon various factors. These are general guidelines for this job position.

If you are interested in applying for this position, please click on the link below:

[https://workforcenow.adp.com/jobs/apply/posting.html?client=fnuedu&jobId=196432&lang=en\\_US&source=CC3](https://workforcenow.adp.com/jobs/apply/posting.html?client=fnuedu&jobId=196432&lang=en_US&source=CC3)