

## **HARRIS-STOWE STATE UNIVERSITY POSITION VACANCY NOTICE**

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### **ACCOUNTANT III**

Harris-Stowe State University has an opening for an experienced and reliable Accountant III. The primary responsibilities of the candidate will include assisting with the daily operations of the Office of the Bursar. Perform duties involving the recording, analysis, and reporting of financial data in accordance with GAAP. Duties include, but not limited to: bank reconciliations, accounts receivable, accounts payable, student billing and analysis of related documents and reports, account reconciliations, and performing other tasks related to month end and year end close. Perform cashiering and other duties as assigned. Provide excellent customer service to internal and external customers. May require some evenings and weekends.

A Bachelor's degree (B.A. or B.S.) from a four-year college or university in Accounting with a minimum of two years working experience in accounting and/or auditing. This position requires experience with processing accounts receivable and accounts payable. Cash handling experience is required. Knowledge of Title IV cash management a plus. Require proficiency in a computer based financial system (ERP), Jenzabar CX experience is preferred.

Candidate will have knowledge of Generally Accepted Accounting Principles (GAAP). Ability to quantify, analyze and interpret financial data with accuracy. Must possess good communication skills; both written and oral. Have proficient knowledge of Microsoft Word and Excel. Candidates are expected to have the ability to deal with deadlines and manage time wisely. Attention to detail, excellent organizational skills, and ability to work with the team are essential. Preference will be given to candidates with work experience in higher education.

Candidate selected will serve a probationary period. All finalists are subject to a background check.

Candidates: Send letter of application, cover letter (include information on how experience and skills qualify for this position), resume, transcripts and the names of at least 3 professional references to:

**Harris-Stowe State University  
Office of Human Resources  
3026 Laclede Avenue  
Fax: (314) 340-3395  
St. Louis, MO 63103**

**Applications will be accepted and reviewed until the successful candidate is chosen.**

Employment application may be downloaded off our web site [www.hssu.edu](http://www.hssu.edu)

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