

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

PART-TIME TEMPORARY ACCOUNTING CLERK

Harris – Stowe State University has an immediate opening for an experienced and reliable accounting clerk.

Duties: This position provides support in the Accounting Department. Duties include processing A/R & A/P and account reconciliations. Assist in general office duties as well as provide customer service to internal and external customers.

Qualifications: The candidate must have a minimum Associate's degree in Business or Accounting. Cash handling experience required. Working knowledge of MS Office software: including MS Excel, Word and Outlook, strong analytical and problem solving; good organizational skills, detail oriented and the ability to multi task. Candidate must have a minimum of one year of work experience. Prefer experience with ERP system and higher education.

All qualified and interested candidates should submit a letter of application and resume

**Harris-Stowe State University
Office of Human Resources
3026 Laclede Avenue
St. Louis, MO 63103**

An application for employment may be downloaded off our web site www.hssu.edu

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER