



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

Part-Time 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.

Applicants: Submit a letter of application, resume, unofficial transcripts and the university employment application to:

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

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

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

"Please No Phone Calls"

Due to the large number of applications submitted and the high volume of applicant inquiries we receive regarding the status of applications, we are unable to accept phone calls or walk-in inquiries regarding applicant status.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER