

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- A. **Knowledge:** Associate degree in accounting or business preferred. Equivalent job duties and experience may substitute.
- B. **Skills:** Competency in spreadsheet (excel) and word processing with strong background in computer entry with an emphasis in accounting. Strong business office skills including written and oral communication. Ability to interact in a professional manner with employees, students, vendors, and other interdepartmental personnel. Must be able to work well with others in a team environment.
- C. **Abilities:** Individual must be able to work independently with minimal supervision. Must be able to work under pressure and complete deadlines. Must be able to communicate effectively by phone, email, and in person. Requires use of computer and keyboard.

APPLICATION INFORMATION AND DEADLINE Applications should include the following:

- Cover Letter
- Resume
- List of References (names, email address & phone numbers of 3-5 current professional references).
- HU Employment Application

Review of applications will begin immediately and will continue until the position is filled.

Full consideration will be given to applications submitted by **Friday, April 1, 2022**.

To apply, please email application material to: Humanresources@heritage.edu or Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948

Heritage University is an equal opportunity/ equal access/ affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive order regarding non-discrimination and affirmative action.