

- Manages P-Card system- pulls and sends out individual monthly statements to all cardholders at the end of the previous billing cycle, communicates with card holders about balances and processes credit limit increases upon approved request, compiles all necessary back up and creates monthly journal entry upon the date of automated bill pay withdrawal

POSITION QUALIFICATIONS:

Required:

- Associate's degree or equivalent in business discipline and 1+ years of professional experience in an office or business environment. A combination of 3+ years of relevant education and professional experience can be substituted for the degree requirement
- Direct experience using Microsoft Excel in a business and/or educational setting. Familiarity with other MS Office suite applications
- Demonstrated understanding of basic accounting and financial transactions

Preferred:

- Bachelor's degree in accounting or related field. A bachelor's degree can be substituted for the required work experience
- Experience working with a computerized accounting system
- Experience working in a medium or large corporate, agency, or similar office environment

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- A. **Knowledge:** Understanding of accounting principles and concepts. Knowledge of standard business operations and processes, including computerized financial and accounting applications.
- B. **Skills:** Competency in spreadsheet (excel) and word processing. Strong background in computerized accounting systems and computer entry. Effective 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 and with minimal supervision. Must be able to work well with others in a team environment. 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.