

General Ledger Accountant General Qualification Requirements

Experience and Training: Strong communication, interpersonal and organizational skills, both oral and written. Must be detail oriented and have excellent customer service skills. A background of reconciling accounts will be Helpful. Excel knowledge preferred.

Knowledge, Skills, and Abilities: Ability to work both individually or as a team and maintain professionalism with students and other personnel. Proficiency in Excel is a must. Experience with Microsoft Word, Excel and Outlook are helpful. Knowledge of and experience with computers systems and applications.

Preferred Qualifications: 1-3 years in Accounting or a related field. Prior experience Education: Bachelor's degree is required, preferably with a business or accounting focus. Prior experience in a community college is preferred.

Minimum Educational Qualifications: Bachelor's Degree

Maximum Educational Qualifications: No Maximum

Salary or Salary Range: This is a full time 12-month position with full time benefits. The salary is based on the Administrative Salary Scale based on 285 points. The salary for this position is \$36,167 to \$38,962 depending on experience. Applications will be accepted until this position is filled. This position is available on June 15th.