

MINIMUM QUALIFICATIONS

Associates degree in accounting, bachelor's degree in business administration, accounting or other appropriate discipline, plus three to five years relevant experience or a combination of education and experience from which comparable knowledge and skills are acquired.

- Broad base knowledge and skills related to maintaining complex manual and computerized records systems. Familiarity with data base technology and applications, file import/export functions and use of computer spreadsheets.
- Relevant technical knowledge of accounting and bookkeeping principles and methods.
- Good writing, math, analytical and problem-solving skills.
- Good organizational and administrative skills.
- Ability to deal effectively with a wide range of administrators, staff and students, as well as outside vendors, contractors and insurance companies/agencies, often regarding highly sensitive or confidential matters.

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.