



OAKWOOD UNIVERSITY
Employee Services/Human Resource Management

NOTICE OF AVAILABLE POSITION

POSITION: Junior Accountant - Checkwriter

DEPARTMENT: Accounting

STATUS: Full-time; 38 hours

QUALIFICATIONS:

- Bachelor's degree in Business or Accounting preferred but relevant experience will be taken into consideration.
- Proficiency in Excel and other Microsoft Software
- One to two years of experience as a bookkeeper or in the Accounting field; Ability to work independently as well as cooperatively with a variety of personalities. Requires above average reasoning skills
- Excellent organizational skills; excellent communication interpersonal skills; ability to maintain professionalism in a stressful situation

BRIEF DESCRIPTION OF DUTIES:

- Process all checks and Electronic payments (E/pays)
- Enter and update direct deposit information
- Run/Distribute approved requisition reports and process checks to be voided
- Stuff and mail all checks to vendors in a timely manner
- Back up and support to create new vendors form W-9's; maintain vendor files
- Maintain record of all checks disbursed by the department
- Match backup documents with checks via paper filing or scan
- Keep track of check stock and process requisition for needed inventory
- Manage all advance payments and supply recovery forms to employees
- Respond to customer inquiries in a timely and courteous manner

SALARY: Commensurate with education and experience.

POSTING DATE: **May 21, 2019**

CLOSING DATE: **June 20, 2019**

HOW TO APPLY: **Interested persons must submit employment documents electronically:**

- Download the application in **Google Chrome**
- Open application in **Adobe Reader**
- Complete application. Attach resume and copy of diploma/ transcripts
- Hit "Submit" button.
- You will receive an auto reply confirmation once Employee Services has received your documents

Oakwood University participates in 

◆ **OAKWOOD UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER** ◆

◆ *God First* ◆

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