

College of Visual Arts
Position Description
Accounting Assistant

Department: Business Office

Hours/Classification: Half time position.

Education: Minimum: Associate degree in accounting.

Experience:

Experience in a college setting preferred. Minimum 3 years experience in accounting.

Demonstrated skills and abilities:

- ▲ Strong computer skills with working knowledge of Windows, MS Word, Excel, and an accounting program such as Peachtree or MIP.
- ▲ Attention to detail and accuracy
- ▲ Problem-solving, decision-making, organizational, and time-management skills
- ▲ Excellent communication and customer support skills

Responsibilities:

Accounts Payable

- ▲ Process purchase order documentation, including maintaining general ledger, entering vendor invoices, printing checks, and maintaining filing system.

Payroll

- ▲ Prepare and check monthly payroll for staff, faculty and college work-study, verify timesheets and enter hours worked for hourly employees, manage payroll files, and enter payroll into on line payroll program.

Bank Deposits

- ▲ Manage and prepare bank deposits with proper documentation.

Credit Cards

- ▲ Process credit card receipts and maintain proper documentation.

Forms and Procedures

- ▲ Create and/or update forms as needed (mileage, honorarium, stipend, etc.)
- ▲ Write instructional memos to accompany new forms
- ▲ Establish and disseminate procedures and policies and maintain records of policies for the business office.

Audit

- ▲ Assist controller with audit requests, including accessing files, payroll documents, and other records as requested by the auditor.

To Apply:

Send resume and letter of interest to Sibyl Roche, by email to sjroche@cva.edu, or by U.S. mail to College of Visual Arts, 344 Summit Avenue, Saint Paul, MN 55102.

Job listing is open until filled.

The College of Visual Arts is an equal opportunity employer.