OAKWOOD UNIVERSITY
EMPLOYEE SERVICES/HUMAN RESOURCES

NOTICE OF AVAILABLE POSITION

POSITION: Staff Accountant - Purchase Card Administrator

DEPARTMENT: Accounting

STATUS: Regular Full-time (38 hours)

QUALIFICATIONS:

Must have a strongly expressed commitment to Jesus Christ and the teachings of the SDA Church as evidenced by regular SDA Church membership.

• Bachelor's degree in Accounting or Business Administration.
• At least two to three years experience in the Accounting or Business Administrative field.
• Execellent knowledge of computer-based applications, including Microsoft Excel and WORD.
• Knowledge of GAAP and fiscal management principles.
• Ability to perform complex reconciliations & detect numerical errors.
• High detail oriented and organized, with the ability to meet assigned deadlines.
• Ability to work with minimal supervision.
• Excellent communication, interpersonal, and analytical skills. Team player.

BRIEF DESCRIPTION OF DUTIES:
• Process invoices for contracts (Sodexo, Republic, Ameritek, Utility, etc.).
• Complete PCard reconciliations (AMEX Corp and PCard, and Visa P Cards).
• Contact vendors to make PCard payments for requisitions that are PCards.
• Maintain daily contacts with credit cards vendors & resolve credit card disputes.
• Order credit cards from providers and maintain credit card records.
• Reconcile the dining dollars and community meals accounts.
• Make payments for Faculty & Staff charges and reconcile accounts.
• Coordinate the payment of all property taxes and manage the notes payable accounts.
• Responsible for J1 (Jenzabar) requisition training & be responsible to J1 inquires.
• Assist the Chief Accountant with other duties as assigned and assist with annual audit preparation.

◆ **God First** ◆

SALARY: Commensurate with education and experience

POSTING DATE: **June 2022**

CLOSING DATE: **Opened until Filled.**

HOW TO APPLY: <mark>**Interested persons must submit employment documents electronically**</mark>:

- Download the application **in Google Chrome**
- Open application **in Adobe Reader**
- Save and send as attachment with required supporting documents listed below
- You will receive an auto reply confirmation once Employee Services has received your documents

REQUIRED DOCUMENTS:

Completed Employment Application
Vita/Resume
Copy of Degree/transcript

Email: Hroffice@oakwood.edu

Oakwood University participates in E-Verify

OAKWOOD UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER

RESET

◆ *God First* ◆

7000 ADVENTIST BOULEVARD NW . HUNTSVILLE . ALABAMA (256) 726-7274 .