

Fort Hays State University Foundation

Accounting & Administrative Support Assistant

Job Title: Accounting & Administrative Support Assistant

Reports to: Chief Financial Officer

Job Purpose: Assist with a variety of duties in the preparation, maintenance, and processing of accounting transactions, entries, and reports, and provide administrative and clerical support for accounting and financial staff.

Job Description, Accounting Support:

1. Assist with preparing audit schedules required by auditors or other external agencies.
2. Assist with data entry, maintenance, and processing of accounting transactions. Ensure that proper and accurate supporting documentation accompanies related accounting transactions. Resolve processing discrepancies.
3. Gather detailed accounting and financial data to complete monthly reconciliations of charitable trust transactions, fund balance transfers, business office accounts and other account reconciliations as needed from time to time. Resolve processing discrepancies.
4. Complete monthly processing of depreciation and amortization expenses.
5. Assist with compiling and calculating budget variances.
6. Assist with other duties as assigned.

Job Description, Administrative Support:

1. Produce professional and accurate documents (letters, records, labels, charts, reports, etc.) and any other office records, as requested, in a timely manner. Copy, scan, bind, file, fax, distribute, and/or update documents, manuals, check requests, or other documents or reference material.
2. Organize and maintain the calendar of the CFO and the accounting and financial department.
3. Coordinate and schedule meetings, conference calls; and provide support for these activities.
4. Arrange and manage all travel and accommodations for the CFO and accounting and financial staff.
5. Oversee all financial administrative items; organize, maintain, and scan files and records.
6. Gain an understanding of the mail sorting process done by the gift receiver. Provide backup as needed.
7. Assist with other duties as assigned.

EDUCATION: Minimum Requirements: Post high school education in office administration and/or bookkeeping. Preferred Requirements: Bachelor degree.

EXPERIENCE: A minimum of three years of progressively responsible clerical/management support experience and/or bookkeeping/accounting experience; or equivalent combination of education and experience.

KNOWLEDGE, SKILLS & ABILITIES:

Strong knowledge and ability to organize, file, scan, transfer, send, and/or maintain office documents electronically or hard copy to ensure proper retrieval. Highly organized and detail oriented. Proficiency with computers and associated programs including, but not limited to Microsoft Office, Adobe Acrobat. Ability to learn and use the Foundation's database system. Ability to learn principles and practices of accounting including reconciliation practices and mathematical computations and concepts. Able to function under deadline-oriented conditions while maintaining a high degree of accuracy. Able to manage time effectively and prioritize tasks. Able to work independently with moderate supervision. High standard of personal integrity and ability to maintain confidentiality.

I have read and understand this position as outlined above.

Employee's Signature

Date

Position description reviewed
and approved by:

Supervisor

Date