



SAINT AUGUSTINE'S UNIVERSITY

Transform. Excel. Lead.

Position: TWO Accounting Specialists Full-Time Contractors (Six-month contract) \$30 per hour	Division Name: Business and Administration
Reports To (Supervisor's Name and Title): Interim President	Physical Work Location of Incumbent: Remote 1315 Oakwood Avenue Raleigh, NC 27610-2298

POSITION SUMMARY:

Saint Augustine's University is searching for an organized accounts specialist to provide strong leadership to our accounts payable and receivable department and to ensure that the department runs smoothly. To succeed as an Accounting Specialist, you should be focused on optimizing department processes and building a lasting relationship with others within and outside of the business. You should be knowledgeable, analytical, and decisive with excellent leadership and communication skills.

PRIMARY RESPONSIBILITIES:

- Review expenditure expense reports for proper authorization and precision
- Reform and execute operations and processes
- Ensure accuracy in daily invoices and meet time limits
- Serve as contact for resolving complicated billing systems
- Build solid relationships across all units at various accounting levels
- Ascertain the accuracy of accounts payable and receivable standard files and the accounts payable and receivable integrations to the general records

- Participate in creation and interpretation of enhanced finance related methods to ensure consistency with accounts payable prerequisites
- Organize month-end and annual closings and execute special analysis tasks and other financial related obligations with the assistance of the organization's financial network
- Oversee expenditure for compliance with budgets and give recommendations on discrepancies as often as necessary
- Ensure that university's invoices and receipts are precisely administered
- Organize account payments and, working together with other units, take into account all transactions within the university.
- Performs other related duties as assigned.

PREFERRED EDUCATION AND EXPERIENCE:

- Experience within the higher education industry; minimum of five years' related work experience.
- Effective oral and written communications skills.
- Knowledge of GAAP and fund accounting.
- Strong General Ledger functions and month-end/year-end close process experience.
- Knowledge of and experience with Ellucian Colleague financial management systems, including system upgrades.
- Knowledge and possession of high professional standards and a personal code of ethics characterized by honesty, integrity, openness, and fairness.
- Ability to manage details and display consistent follow-through.
 - Strong analytical, critical thinking, project management, problem recognition, and resolution skills.
 - Ability to manage time and deliver projects in a timely manner in an environment of competing priorities. Completes all assigned duties by established deadlines and in accordance with established or defined protocols, policies, and procedures.
- Proficient in Microsoft Office, Word, Excel, Teams, and Outlook.
 - **Complies** with all policies and procedures as stipulated in the Employee Handbook.

Note: This job description is not an employment contract and may be modified at any time at the discretion of the department or university.

Reasonable accommodation may be made to enable individuals with disabilities to perform their duties.

To be considered for this position, please email your resume, a cover letter, and references (with email address, phone number, and your relationship to this person) to OfficeofHumanResources@St-Aug.edu.

The preceding job description has been designed to indicate the general nature and level of work performed by individuals within this job. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of individual assigned to this job.

Saint Augustine's University (SAU), drawing on its rich legacy as an access institution, is a student-focused, comprehensive educational institution that produces outstanding graduates prepared for personal and professional success. SAU was established in 1867 in Raleigh, NC by the Episcopal Diocese of North Carolina. A four-year liberal arts university, SAU sits on 105 lush acres just north of Downtown Raleigh, NC. The institution is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

Equal Opportunity Employer