

Accounting Specialist (Arts and Sciences)  
Kansas State University

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<b>Job Title</b>	Accounting Specialist (Arts and Sciences)
<b>Department</b>	
<b>Institution</b>	Kansas State University Manhattan, Kansas
<b>Date Posted</b>	Dec. 6, 2017
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Fiscal Services
<b>Apply Online Here</b>	<a href="http://careers.k-state.edu/cw/en-us/job/502812/accounting-specialist-arts-and-sciences">http://careers.k-state.edu/cw/en-us/job/502812/accounting-specialist-arts-and-sciences</a>

**Apply By Email**

**Job Description**

Accounting Specialist to support the accounting section of the College of Arts & Sciences, Shared Services North Center.

**Required Minimum Qualifications:**

High School diploma (or work equivalent) and a minimum of six months of relevant professional experience in an accounting function.

**Preferred Qualifications:**

Two years training in accounting practices and business office function and three years of work experience within the accounting field. Working knowledge of an accounting program, preferably Quick Books, and of Windows applications. Good oral and written communication abilities and working knowledge of generally accepted accounting principles. The ability to work within a high-volume, fast-paced setting is beneficial with strong attention to detail, organization and time-management skills

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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Please see the job description for contact details pertaining to this university job announcement.