

Disbursement Generalist 1 St. Edward's University

Direct Link: <https://www.AcademicKeys.com/r?job=141040>

Downloaded On: Aug. 12, 2020 7:32pm

Posted Apr. 8, 2020, removed Aug. 7, 2020

Job Title	Disbursement Generalist 1
Department	n/a
Institution	St. Edward's University Austin, Texas
Date Posted	Apr. 8, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Fiscal Services
Apply Online Here	https://apptrkr.com/1893707
Apply By Email	
Job Description	

Disbursement Generalist 1

St. Edward's University

Disbursement Generalist 1

St. Edward's University of Austin, Texas invites applications for the position of Disbursement Generalist 1. The Disbursement Generalist will be responsible for processing University's Procurement Card, Accounts Payable processing, and payroll accounting and administrative duties in accordance with policies and procedures established by St. Edwards University.

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For consideration, a High school diploma or equivalent required; Associates preferred. Two years of experience in accounts payable, Procurement Card, and/or Payroll. Thorough knowledge of applicable general ledger systems, procedures, and financial chart of accounts. Experience and general knowledge of international tax/payments a plus. Must be able to prioritize and effectively manage a high volume of tasks. Ability to contribute to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds in accordance with the Holy Cross. Must possess the ability to successfully pass a criminal background check.

For detailed information, please scroll to the bottom of the page to download the job description.

The University offers an excellent TOTAL REWARDS package!

Medical & Rx Coverage Blue Cross Blue Shield (HSA & FSA Available)

Dental Guardian Dental

Vision Guardian/Davis Vision Plan

Short Term Disability (STD) Insurance

Long Term Disability (LTD) Insurance

Life & Accidental Death & Dismemberment (AD&D) Insurance

Employee Assistance Program (EAP)

Pet Insurance

Annual Leave & Paid Sick Leave

Retirement Plan (TIAA) Employee 5%/Employer Match 7%

Tuition Benefits

Paid Holidays

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Services & Discounts

HOW TO APPLY

Interested applicants should submit an online application at;

[url=https://apptrkr.com/get_redirect.php?id=1893707&targetURL=https://stedwards.applicantpro.com]https://s

Please include a resume, cover letter, and three employment references. No Calls Please. Applications will not be considered if it is missing any of these three items.

In your cover letter, please describe your lived experiences that prepare you to contribute to diversity and inclusion at St. Edward's University.

EQUAL OPPORTUNITY EMPLOYER:

St. Edward's University, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, or veteran status in employment, educational programs and activities, and admissions.

ABOUT ST. EDWARD'S UNIVERSITY

Founded in 1885 by the Congregation of Holy Cross, St. Edward's University is a private, Catholic liberal arts institution of more than 4,600 diverse students located in Austin, Texas. St. Edward's emphasizes critical thinking and ethical practices, as well as small classes, personalized learning, and exciting internship opportunities. The community atmosphere extends to the approximately 800 faculty and staff who work together to make the university a welcoming yet challenging environment for students. An overview of St. Edward's University employee benefits is available at;

[url=https://apptrkr.com/get_redirect.php?id=1893707&targetURL=https://www.stedwards.edu/human-resources/benefits-summary]https://www.stedwards.edu/human-resources/benefits-summary

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OTHER ITEMS TO KNOW

Sponsorship:

We are not offering sponsorship at this time.

Background Checks:

A criminal history background check is required for finalist(s) under consideration for this position.

Reference #: J20207

Posted: 03/10/2020

Available: Immediately

About St. Edward's University

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About Austin, Texas

Consistently ranked as one of the "top metropolitan areas to live in," by numerous independent media outlets, Austin attracts approximately 50 new residents a day and has been one of the nation's fastest growing cities. St. Edward's is in the heart of this thriving, entrepreneurial and cosmopolitan city, providing students, faculty and staff with opportunities to live, learn and grow in an environment that offers a wealth of resources and opportunities. In fact, Austin is home to 17 companies on the Inc. 5000 list and boasts 1.7 times the national average of startups. Additionally, as one of the world's great technology centers, Austin, sometimes referred to as "Silicon Hills," is home to technology heavyweights like Dell, National Instruments and Silicon Labs.

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For more on the City of Austin's offerings, visit

[url=http://apptrkr.com/get_redirect.php?id=1893707&targetURL="https://www.austintexas.org]The Austin Convention & Visitors Bureau webpage.

How to Apply

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[url=http://apptrkr.com/get_redirect.php?id=1893707&targetURL=https://stedwards.applicantpro.com]https://st

Please include resume, cover letter, and three employment references. No Calls Please.

St. Edward's University is an equal opportunity employer. We encourage women and minorities to apply to our vacancies and hire only U.S. Citizens and documented workers. We do not offer sponsorship at this time.

Contact Information

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

Contact

N/A

St. Edward's University

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