

Account Technician II
Northern Illinois University

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Posted Jun. 8, 2020, set to expire Oct. 8, 2020

Job Title	Account Technician II
Department	Accounts Payable & Travel
Institution	Northern Illinois University DeKalb, Illinois
Date Posted	Jun. 8, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Human Resources Financial Aid
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Job Description

Primary Function

Under general supervision, this employee performs highly complex duties that require independent judgment and initiative, an extensive knowledge of bookkeeping procedures, and a working knowledge of accounting principles and practices.

Duties and Responsibilities (generally)

Reviews invoices and statements, verifies information and ensures funds are available. Resolves questions with submitting unit and processes material for application in the accounting system. Provides standard interpretation of regulations, coding and other procedures. Performs difficult coding where judgment, based on advanced knowledge, must be applied and/or serves as a resource for other staff. Prepares or assists in preparing financial statements or reports. Composes correspondence requiring knowledge of departmental procedures, practices, and policies and the interpretation of such. Performs other miscellaneous, related duties as assigned.

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Minimum Required Qualifications for this position

1. Any one or any combination of the following types of preparation:

(a) work experience performing duties comparable to the next lower level of this series

(b) college course work in accounting

© college course work in any curriculum

that totals 1.0 unit according to the following conversion rates:

2 years of "a" = 1.0 unit

9 semester hours of "b" = 1.0 unit

90 semester hours in "c" = 1.0 unit.

Amounts of experience and training less than those listed above should be converted to decimal equivalents of 1.0 unit and added together when computing combinations of the different types of preparation.

Education and Experience Preferred

Prior work experience performing clerical tasks.

College course work, accounting course work is preferred.

Proven knowledge of ERP and Microsoft Office systems.

Strong written and verbal communication skills and ability to interface with internal and external customers.

This position requires confidentiality, accuracy, attention to detail, deadline-oriented, time management, and general math skills.

Contact Information

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

Contact