

Accounting Assistant
Tufts University

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Posted Jun. 15, 2020, set to expire Oct. 28, 2020

Job Title Accounting Assistant

Department

Institution Tufts University

Grafton, Massachusetts

Date Posted Jun. 15, 2020

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Part-Time/Temporary Staff

Academic Field(s) Fiscal Services

Job Website <https://tufts.taleo.net/careersection/ext/jobdetail.ftl?job=20001369>

Apply By Email

Job Description

This is a part time position anticipated to work 17.5 hours per week.

The Accounting Department's mission is to insure appropriate and complete billing for services provided to patients seen in the Foster Hospital for Small Animals and the Large Animal Hospital and review and resolve client billing concerns.

Responsibilities include daily auditing of client invoices in our electronic medical record system. Duties also include daily deposit reconciliations, A/R deposits, client billing questions, client communication and some collection activity.

Qualifications

Basic Requirements:

High School Diploma or the equivalent with one to three years' experience. Computerized client billing

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and payment processing and some Microsoft Word and Excel skills.

Preferred Qualifications:

Bachelor's degree in Accounting is preferred. One to three years' experience in accounts receivable. Must be flexible and be able to react quickly to a variety of situations. Must be able to work independently with minimal direct supervision during evening and weekend shifts. Must act as a role model for co-workers, students and clinicians, always maintaining a professional attitude and appearance.

Special Work Schedule Requirements:

The schedule includes rotating holidays. This position is considered essential and is therefore required to report to work as scheduled during emergency closings.

An employee in this position must complete all appropriate background checks at the time of hire, promotion, or transfer.

Equal Opportunity Employer – minority/females/veterans/disability/sexual orientation/gender identity

Contact Information

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

Contact