

Administrative Support Spec
North Carolina A & T State University

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Posted Sep. 3, 2020, set to expire Jan. 3, 2021

Job Title	Administrative Support Spec
Department	Accounts Payable
Institution	North Carolina A & T State University Greensboro, North Carolina
Date Posted	Sep. 3, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
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Job Description

Incumbent in this position is primarily responsible for the accurate and timely processing of vendor and employee payments within the constraints of internal and external accounting policies. This includes the matching of all documentation to process invoices and when required, conduct the necessary research to resolve concerns raised by vendors or the University community.

Contact Information

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

Contact



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