

Sr Account Coordinator Tufts University

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Posted Jan. 24, 2023, set to expire Dec. 31, 2023

Job Title	Sr Account Coordinator
Department	Department of Animal Resources
Institution	Tufts University Medford, Massachusetts
Date Posted	Jan. 24, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Finance/Investment Management Agriculture/Animal Care
Job Website	https://jobs.tufts.edu/jobs/18430?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Department of Animal Resources, including the sales and service educational activities of the Laboratory Animal Medicine Service (LAMS) and Tufts Farm, is an integral component of the Cummings School's professional and graduate teaching programs. We promote the health and well-being of farm and laboratory animals through environmentally appropriate husbandry, and population based preventive medical practices and therapies. We have a complex business structure with multiple revenue streams and cost centers.

What You'll Do

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- Provides financial and accounting analytical support to the department and especially to its sales and services units.
- Play a key role in coordinating and assisting with the electronic accounting systems in LAMS and the Farm.
- Performs financial reporting and cost analysis to assist departmental and sales and service unit managers in making business decisions.
- Duties also include daily deposit reconciliations, A/R accounting, client billing and collections activity.

What We're Looking For

Basic Requirements:

- Bachelor's Degree or the equivalent with five years' accounting, budget preparation, credit and collections experience.
- Advanced proficiency with MS Excel and Access or equivalent programs, including the ability to produce custom reports, queries and analyses. Ability and enthusiasm to master new business software.
- Ability to lift up to 25 lbs. with or without accommodation.

Preferred Qualifications:

- Strong analytical ability to review, produce and manage accurate financials.
- Excellent communication and multi-tasking skills.
- Professional and service-oriented attitude in a fast-paced environment.
- Veterinary medicine, research or farm management experience preferred.
- Experience with Topaz, Quickbooks and Peoplesoft software.

Contact Information

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

Contact



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