

## Administrative Office Specialist - Accounting Brazosport College

Direct Link: <https://www.AcademicKeys.com/r?job=257537>

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Posted May 29, 2025, set to expire Sep. 26, 2025

**Job Title** Administrative Office Specialist - Accounting  
**Department** Business Services  
**Institution** Brazosport College  
Lake Jackson, Texas

**Date Posted** May 29, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Classified Staff

**Academic Field(s)** Fiscal Services  
Administrative Support/Services

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**Job Description**

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**Administrative Office Specialist - Accounting**

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**Posting Number:** 70933

**Position Type:** Administrative/Staff

**FTE:** Full-time

**Department:** Business Services

**Job Summary/Basic Function:**

- Reports to Purchasing Manager, Business Services;
- responsible for accuracy and timely processing of weekly check runs for all accounts payable, financial aid, and student refunds;
- monthly processing of payroll: including emailing notifications, posting of journal entry for taxes, maintaining the audit log for all accounts payable check runs, and maintaining check stock inventory and safekeeping; posts daily and monthly journal entries to the general ledger;
- maintain procurement card reporting, maintains/reports unclaimed property records through State of Texas Unclaimed Property System and State Comptroller of Public Accounts;
- monthly reconciliation of select College departmental accounts;
- other duties as assigned;

**Minimum Qualifications:**

- High school diploma or equivalent required;
- associate degree desirable from a regionally accredited college;
- two-years' experience in performing bookkeeping duties and database management desirable;
- demonstrated ability to keyboard and operate a 10-key calculator;
- knowledge and ability to use word processing and spreadsheet software (Microsoft programs - Word, Excel, etc.);
- excellent interpersonal, written, and oral communication skills;
- skills that enhance one's value to the institution;
- exceptional employment or educational qualifications may be given special consideration;

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LOCATION: Position is 100% on-site presence.

**Desirable Qualifications:**

- Associate degree desirable from a regionally accredited college;
- two years' bookkeeping and database management experience desirable;

**Physical Demands:**

Sitting, lifting, carrying, pushing/pulling, reaching, handling, fine dexterity, bending, vision, and talking

**Posting Date:** 05/29/2025

**Closing Date:**

**Open Until Filled:** Yes

**First Pool Date:** 6/12/2025

To apply, visit <https://employment.brazosport.edu/postings/4590>

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**Contact Information**

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

**Contact**

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