

ACCOUNTANT

BUSINESS OFFICE

Description: Responsible for all of the university's Accounts Payable transactions and management on an accurately and timely basis in compliance with OASB, state, and federal guidelines and the university systems. Post Bank of America Procurement and Travel credit card charges to various departments. Upload Print Shop, Post Office, and car rental charges to various departments. Serves as cashier backup and provides other accounting duties as required

Minimum Requirements: Bachelor's degree or equivalent experience preferred. At least 2 -4 years strong accounting experience with knowledge regarding accounts payable and cashier function. A valid driver's license and safe driving history are required. Must have strong skills in providing excellent customer service and demonstrate strong ethics.

Knowledge, Skills and Abilities: Strong knowledge of state government fiscal, accounting processes and procedures. Strong organizational skills with attention to accuracy, detail, and deadlines. Ability to analyze and interpret related financial data with emphasis on confidentiality. Strong customer service. Ability to communicate effectively and possess strong interpersonal and organizational skills. The ability to work as a team is required.

Hire Range: \$27,527 – \$39,228 annually

University Hours: 8:00am – 5:00pm, Monday – Friday

Position Work Hours: 37.5 hours per week.

Class Code: AD20 **State Title:** Fiscal Analyst I

Position #: – **Band:**04

Search openings at careers.sc.gov

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Fringe Benefits

Applications must be submitted online at www.careers.sc.gov. Receipt of individual applications not acknowledged. See position status at www.lander.edu/hr. Lander University is a tobacco-free campus. All final candidates are subject to successfully completing background requirements.



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