



<b>Job Title</b>	Junior Accounting Clerk (Part Time)
<b>PVN ID</b>	RF-1808-002668
<b>Category</b>	Administrative Services
<b>Location</b>	RESEARCH FOUNDATION OF C.U.N.Y.
<b>Department</b>	Finance
<b>Status</b>	Part Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	0.00
<b>Closing Date</b>	Oct 14, 2018 (Or Until Filled)

## General Description

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### DUTIES & RESPONSIBILITIES:

The Junior Accounting Clerk assists in processing routine financial transactions, accounting duties and other assignments.

- Act as administrative assistant to the Corporate Payroll unit.
- Performs data entry tasks for cash receipts and accounts receivable modules.
- Provides support to Staff Accountants and other department members.
- Provides clerical and other administrative tasks for management.
- Assist management with developing training programs.
- Other duties as assigned.

## Other Duties

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## Qualifications

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- High school diploma
- At least one year of college accounting or bookkeeping experience
- Knowledge of Microsoft Office (Word and Excel)
- Ability to work quickly, accurately and under pressure
- Excellent communication skills, both written and verbal.
- Ability to work with others