



Accounting Assistant Senior

The Accounting Assistant Senior performs general accounting support and varied administrative tasks requiring initiative and independent judgment. This position reports to the Director, Executive Operations.

This is a full-time position with health and dental benefits. This position will be enrolled in the Arizona State Retirement System. Tuition reduction benefits to Arizona public universities are available to the employee and their dependents. This position will work in person at the board office Monday thru Friday. After probationary period, a flexible work from home schedule may be made available.

The Accounting Assistant Senior prepares, codes and verifies information for various accounting entries, data inputs, and other forms; obtains necessary approvals and authorizations for processing. Sorts documents and posts to proper accounts; balances and reconciles records with accounting systems. Reviews reports to identify and trace sources of error and makes necessary corrections; performs research to locate accounting or computer input errors. Performs reconciliations of a complex nature. Maintains a variety of records such as cash receipts, cash deposits, property control records, accounts payable or accounts receivable. Verifies invoices and billing statements and prepares for approvals; checks for completeness and compliance with ABOR regulations. Process and reconcile procurement card purchases. Independently responds to or initiates correspondence regarding matters pertaining to assigned function. Contacts various board, university or state agency personnel to resolve discrepancies or problems; answers inquiries regarding work being performed. Compiles numerical and statistical information for report purposes or simple financial statements; runs a variety of reports from computer records; makes and checks relatively complex numerical and statistical calculations. Helps and trains other workers. Perform various human resources related tasks including time reporting and reconciliation. May perform various clerical duties related to work unit. Handles sensitive and confidential information. Develops and maintains databases and/or spreadsheet and prepares special and recurring reports. Researches, evaluates, and resolves problems within scope of position. Works with other support staff for back up office coverage.

The Accounting Assistant Senior utilizes sound judgment when representing the board office and exhibits appropriate decision-making skills. The person is responsible for identifying issues of importance and resolving them independently. This person responds to inquiries, problems, and non-routine situations by determining the approach or action to take by interpreting board guidelines, procedures, policies, and practices.

Minimum qualifications include Associate's degree in business or related field; OR, two years clerical accounting experience; OR, any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

The successful candidate will demonstrate knowledge of basic business math, bookkeeping practices and principles and budgetary principles. Skill in maintaining accounting and bookkeeping records. Skill in both verbal and written communication. Skill in a variety of administrative functions including scheduling and calendaring. Skill in dealing with a wide range of topics including confidential and sensitive information. Skill in problem solving and decision making. Ability to work in a fast-paced environment with frequently changing priorities. Skill in Microsoft Office (Outlook, Word, PowerPoint, SharePoint and Access). Experience with ASU Workday, ASU PeopleSoft and ADOA AFIS systems is preferred.

Salary range is \$40,000 – \$50,000, depending on experience and qualifications.

Applicants should send cover letter, resume and the names and contact information of three professional references who are able to speak to the qualifications listed above to: hr@azregents.edu or Arizona Board of Regents • 2700 North Central Avenue, Suite 400 • Phoenix, Arizona 85004. The review of applicants will begin on October 10, 2022 and will remain open until filled.

The Arizona Board of Regents is an equal employment opportunity and affirmative action employer.