



# Position Announcement

## Accounting Technician

North Central State College is accepting resumes for a full-time Staff Accountant in the Accounting Services department.

Essential duties/responsibilities include but are not limited to:

### Purchasing

- Consults with users and external entities to develop specifications; makes recommendations regarding purchases and vendors
- Convert requisitions to purchase orders and notify vendor
- Verifies budget codes and availability of funds
- Bid out purchases over certain dollar amount including special projects
- Research the best price of goods to the College including participation in the state purchasing group
- Perform other duties as assigned

### Accounts Payable

- Completes payments and controls expenses by receiving, processing, verifying, and reconciling invoices
- Pays vendors by monitoring discount opportunities, verifying federal id numbers, scheduling and preparing checks, and resolving purchase order, contract, invoice, or payment discrepancies and documentation
- Ensures credit is received for outstanding memos
- Processes travel requests which includes securing transportation, lodging and registrations, encumbering of funds, and reimbursement to employees by receiving and verifying expense reports
- Perform other duties as assigned

### Accounting/bookkeeping

- Reimburse petty cash receipts
- Balance cash drawer from Cashier's operations on a daily basis
- Prepare and post bank deposits
- Balance accounts on a monthly basis
- Reconcile Foundation, Student Refund and Payroll bank accounts
- Prepare, deposit and issue payments for student organizations across campus
- Perform other duties as assigned

### Miscellaneous

- Prepare annual 1099 tax documents
- Perform duties of Cashier as needed – third line coverage
- Perform other duties as assigned

### **REQUIRED QUALIFICATIONS:**

**Education:** Associate's degree in Accounting, Finance, Business Administration or related field; Bachelor's degree preferred

**Experience:** Three years' work experience performing accounting support and duties preferred.

Please express your interest in this position by submitting a letter of application and resume to:

[www.ncstatecollege.edu](http://www.ncstatecollege.edu), Click on *Jobs* then [jobs@ncstatecollege.edu](mailto:jobs@ncstatecollege.edu)

or send to

**NORTH CENTRAL STATE COLLEGE**  
Attention: Human Resources  
2441 Kenwood Circle, Mansfield, OH 44906

Resumes will be reviewed beginning 12/4/2020 and until filled.

*North Central State College is an Equal Employment Opportunity institution. We value campus diversity and demonstrate this in campus initiatives. We particularly encourage members of historically under-represented groups to apply.*