

Accounting Assistant- Campus Life (Part-Time) Business Affairs
University of Tennessee, Chattanooga

The primary purpose of this position is to provide support for budget and financial matters for Business Affairs- Campus Life.

Primary Responsibilities

Business Affairs Duties

- Accounts Payable - ensure timely and accurate payment based on contractual terms and University policy (Campus Life Invoices)
- Accounts Receivable - Ensure all revenue is processed according to University policy (Campus Life deposits)
- Process travel reimbursements
- Process transfer vouchers
- Assist with month-end and fiscal year end closeout activities
- Performs monthly updates to Business Affairs Dashboard

New Hire Duties

- Ensure receipt of all necessary documentation for new hires
- Coordinate scheduling for new hire processing
- Submit documentation to appropriate staff according to HR guidelines
- Perform recordkeeping for all new hire documentation to maintain compliance with UT policy

The ideal candidate will possess the following:

- High attention to detail
- Proficient in Microsoft Office (Excel spreadsheets and Word)
- Proficient with computer skills
- Basic accounting knowledge
- Good interpersonal and communication skills
- Ability to work effectively with a wide range of internal and external customers to offer the best service possible
- Ability to be discreet when dealing with sensitive information
- Ability to provide data and information as needed to best assist departmental needs

Review of applications will begin on **10 days after posting** and continue until the position is filled. Applications received by this date will receive priority consideration. . **In order to be considered for candidacy, applicants must submit a cover letter and resume in addition to the online application.**

Minimum Qualifications: Typically requires a high school diploma and two years of relevant experience, or an equivalent combination of education, training, and experience.

To Apply: Email your résumé/CV and cover letter as a single PDF to Destiny Richardson, Financial

Analyst; Campus Life, at destiny-richardson@utc.edu. Questions can be addressed to Destiny at destiny-richardson@utc.edu or 423-2327.

The University of Tennessee Chattanooga is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA institution. All qualified applicants will receive equal consideration for employment and will not be discriminated against on the basis of race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or protected veteran status.