

## **Part-time Accounting Clerk Position for Seminary of the Southwest, Austin, TX 78705**

The Accounting Clerk will report to the Director of Accounting. This is an hourly position, FLSA non-exempt; up to 19 hours per week, preferably Tuesday-Wednesday-Thursday. Please submit your resume, salary history and salary requirements to Kathy LeBrun, Dir. Of Accounting, [kathy.lebrun@ssw.edu](mailto:kathy.lebrun@ssw.edu)

The Accounting Clerk will be primarily responsible for Accounts Payable functions: entering invoices, check requests, reimbursement forms; preparing weekly Cash Requirements reports; cutting checks and arranging for the signing; mailing payments; maintaining vendor files; setting up recurring invoices and payments; assisting with 1099's at the end of the year. Other duties include ordering accounting supplies; shredding; setting up new files and binders for the new fiscal year; transferring prior fiscal year documents to storage; special projects as required by the Director of Accounting and the Manager of Student Accounts.

### Knowledge, Skills, Abilities Required:

- \* Must be comfortable in working in a faith-based environment and support the mission of the Seminary.
- \* At least 1-2 years of recent A/P experience
- \* Proficient in accounting software, Microsoft Excel and Word
- \* 10-key by touch
- \* Detail-oriented
- \* Strong organizational skills
- \* Capable of multi-tasking and managing stress
- \* Positive and friendly attitude
- \* Strong oral and written communication skills
- \* Must be able to work independently and also as part of a team
- \* Displays common sense and has excellent problem-solving skills
- \* Must have integrity
- \* Professional in demeanor; neat in appearance
- \* Must have a high school diploma
- \* Must have a valid driver's license and reliable transportation
- \* Must submit to and pass a criminal background test
- \* Must be able to: lift up to 15lbs.; sit or stand for extended periods; read and speak English