FINANCIAL SERVICES DIVISION/ACCOUNTING SERVICES DEPARTMENT

Opening for an Entry-Level Accountant (Accountant I)

Responsibilities: Examine and review transactions for correct classification, appropriateness of expenditures and timeliness. Prepare monthly account reconciliations for assigned cash accounts. Participate in printing weekly checks and conducting weekly AP check audits. Act as Account Manager for assigned System office P-Cards. Assist in the year-end closing of accounts and in the preparation of work papers for external audit.

Minimum qualifications: BS in Accounting or equivalent major and two year of related experience.

Additional information: We require flexible, motivated, self-starters with the ability to work independently as well as with a team. Successful candidates will demonstrate initiative, technical competence and problem-solving skills.

Salary range: Starting salary normally not to exceed $46,960 per year (PAT Grade 15).

Location: 5 Chenell Drive, Suite 301, Concord, NH 03301

Application procedure: Review of applications will begin immediately. Please apply at jobs.usnh.edu or submit cover letter indicating position of interest, resume and reference list to francine.ndayisaba@usnh.edu

Updated 8/6/15