To apply, submit an employment application ([click here for application]), resume, and letter of interest to: Controller
Amy Gusso  Algusso@national.edu
5301 S Highway 16
Rapid City, SD 57701

ACCOUNTING ASSISTANT
Position Description

Summary
The Accounting Assistant gathers, interprets, enters, and/or reports accounting information and performs general office duties in accordance with the mission, core values, and purposes of the university.

Minimum Qualifications
The Accounting Assistant must satisfy the following minimum qualifications:
  1) Associate Degree in Business related field or equivalent experience.

Skills and Attributes
The Accounting Assistant must possess the following skills and attributes: ten-key/computer keyboarding; word processing skills, spreadsheet calculation skills; excellent attention to detail and follow-up; good oral and written communication skills.

Essential Functions
The Accounting Assistant performs the following essential functions:
  1. Process transcript orders for all incoming students.
  2. Retrieves, deposits and accounts for campus deposit information received by email or fax.
  3. Maintains the daily/weekly cashbook and check registers electronically.
  4. Reconciles and adjusts daily deposits to actual campus receipts.
  5. Assists Controller with word processing and spreadsheet projects as needed.
  6. Prepares monthly sales/use tax reports in various states.
  7. Registers for sales and use tax licenses in new states.
  8. Enters/imports approved general ledger entries into Great Plains.
  9. Balances and reconciles asset and liability accounts to the general ledger.
 10. Assists in P-Card review process.
 12. Prepares and accounts for accounts receivable billings.
 13. Assists Accounts Payable Coordinator with filing and remittance assembly as needed.
 15. Performs other duties as assigned.

Required Work Hours
Forty hours per week during daytime hours. Scheduled work hours may change. Overtime may be required, or permitted with prior approval.

Reporting and Supervisory Responsibilities
1. The Accounting Assistant reports to the Controller.
2. This position has no supervisory responsibilities.

**Physical Requirements**

The Accounting Assistant must be able to speak, hear, see, read, write, type, dial, reach, and bend.