



Job Description

Job Title:	Administrative Accounting Assistant	Prepared by:	Controller
Unit:	Business and Finance	Approved By:	Controller
Reports To:	Controller	Created:	2/15/2010
FLSA Status:	Non Exempt		

Summary

Works closely with all Business and Finance unit personnel. Performs diversified clerical/accounting duties in a professional manner.

Responsibilities

- Arrange and schedule appointments, travel and meetings.
- Organize meeting agendas and takes notes at meetings.
- Follow up on action items discussed in meetings.
- Answer telephone calls, respond to routine inquiries.
- Open, sort and distribute incoming mail and prepare outgoing mail.
- Receive and sign for courier deliveries.
- Organize data from vendor quotes.
- Serve as an effective liaison between the Controller and internal and external contacts.
- Prepare written correspondence and memorandums.
- Establish and properly maintain an effective recordkeeping system for correspondence, reports, meeting minutes, supplies and other information.
- Act as back-up to accounts payable.
- Assist with processing of payroll as needed.
- Conduct research and manage special projects as necessary.
- Responsible for bond reporting deadlines.
- Perform other related duties as assigned.

Skills

- Strong Attention to Detail and Organizational Skills
- Strong Verbal/Written Communication Skills
- Professional
- Ability to work well with other/Team Player
- Strong Excel spreadsheet knowledge
- Must be able to work independently/with little supervision

Education/Training

- High School Diploma or GED
- Microsoft Proficient in Word, Excel and Office required

Experience

- 3 years of administrative assistant experience preferred.

Work Conditions

- Work is primarily indoors, but requires the incumbent to be in an outdoor environment when traveling between Henderson campus buildings, off campus, and to USN campuses and facilities located outside Henderson, NV.
- Performing duties and attending events outside the normally scheduled work hours occasionally occurs and is required.
- Traveling off-campus to a local, state, regional and/or national event, as well as travel to other USN campuses or facilities (e.g. South Jordan, Utah) occurs occasionally and is required.

- Incumbent may be exposed to frequent noise caused by telephones, office machines, and nearby oral communications among University personnel and/or students.
- Any additional area-specific requirements.

Required Physical Abilities

- Ability to bend, stoop, reach, stand, move from one area of the building to another on a regular basis, sit and use a computer for a long period of time,
- Manual and physical dexterity needed to operate a computer keyboard and handle paper documents,
- Sufficient near vision acuity to read information appearing on computer display screen, in hand-written forms, and printed on paper,
- Adequate hearing and verbal abilities to communicate effectively in person and by telephone,
- Ability to lift and carry a stack of forms and documents weighing up to 15 pounds,
- Any additional area-specific physical requirements.

I have read the above position description and have received a copy.

Employee Signature

Date