



Vacancy Announcement

ADMINISTRATIVE & OFFICE SPECIALIST II

Accounting & Financial Reporting

Part-Time, Funded-Wage, Non-Exempt (Position # PW079)

Longwood University seeks qualified applicants for the position of Administrative & Office Specialist II in the Office of Accounting and Financial Reporting. This position serves as a fiscal assistant and monitors accounts for the Student Government Association.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Monitor fiscal operations for all Student Government expenditures;
- Process payments;
- Communicate with internal and external parties using both written and verbal communications;
- Advise the Student Finance Committee (SFC) of Student Government Association fiscal matters.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Attention to detail and accuracy with strong organizational skills;
- Ability to work independently, exercise initiative, and make sound judgments;
- Working knowledge of principles and practices of procurement; Commonwealth of Virginia procurement knowledge preferred;
- Working knowledge of basic bookkeeping/accounting principles and practices;
- Demonstrated ability to reconcile accounts and monitor expenditures.

EDUCATION & EXPERIENCE:

- High School diploma or equivalent required;
- Basic accounting/bookkeeping and data entry experience required;
- Bachelor's degree with accounting background preferred.

Pay Band 2, minimum of \$9.65 an hour. No benefits accompany this position. POSITION LIMITED TO A MAXIMUM OF UP TO 1500 HOURS PER WORK YEAR. Successful criminal background check is required. Position is open until filled with a minimum five-day posting period. A completed Commonwealth of Virginia application is required <http://www.longwood.edu/hr/FormsEMS/stateapp031309.doc> (indicate position #PW079):

Human Resources
Longwood University
201 High Street, Suite 212
Farmville, VA 23909

PH: (434) 395-2074 / FAX (434) 395-2666

Electronic applications accepted: humres@longwood.edu.

A diversified workforce is an important part of our strategic plan. EOE/AA (06/15/09)