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**JOB POSTING
OFFICE OF HUMAN RESOURCES
January 26, 2023**

POSITION: Accountant/Payroll Assistant (Temporary)
DEPARTMENT: Finance
REPORTS TO: Controller
DIVISION: Finance
HOURS: Full-Time, Temporary, Monday through Friday, 35 hours per week

DESCRIPTION: Assists in processing the College's biweekly payroll and assisting the Controller with financial accounting and reporting.

SPECIFIC RESPONSIBILITIES:

- Assist with biweekly payroll.
- Review electronic timesheets for accuracy.
- Assist in benefit bill payment review.
- Assist with financial accounting entries and general ledger reconciliation.
- Perform other duties as assigned by the Controller.

QUALIFICATIONS:

Accounting degree or 2-3 years of accounting or payroll experience required. Experience with ADP payroll and timekeeping system a plus. Other requirements include working knowledge of PC based computer systems, knowledge of Microsoft Office especially excel, and excellent organizational and interpersonal skills.

If you are interested in applying for this position; please submit a cover letter of interest, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: humanresources@northeastcollege.edu

** Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.*

Northeast College of Health Sciences is an Equal Opportunity employer and does not discriminate against students or employees on the basis of age, race, color, creed, gender, sexual orientation, or handicapping conditions (or any other protected status) in its educational programs, financial aid, activities, admissions and employment practices.

Northeast College of Health Sciences is committed to creating a culture of diversity, equity, inclusion, and belonging with our college campus community. In support of our institutional values, we acknowledge each person's unique experience, perspective, and ability as contributions that both enrich our community and enhance the professions and people we serve. As such, the College is dedicated to providing equitable opportunities to all future and current employees, including those belonging to groups that have been historically underrepresented in higher education.