

Job Title	Accountant
PVN ID	QC-1902-002958
Category	Administrative Services
Location	QUEENS COLLEGE
Department	QCF
Status	Full Time
Annual Salary	\$40,000.00 - \$45,000.00
Hour(s) a Week	35
Closing Date	Apr 01, 2019 (Or Until Filled)

General Description

Responsibilities will be:

Processing accounts payable

Filing and managing payment requests

Analysis of prepaid expenses

Bank reconciliations

Other Duties

Responding to customers

Running departmental reports

Other balance sheet reconciliations

Qualifications

2-3 years related experience

Good excel skills

Knowledge of Financial Edge a plus

Accounting degree preferred