



Account Technician Williston State College

Description:

Twelve-month, permanent, full-time benefited position in the Business Office. Duties include: Prepare and review purchase orders, receiving reports, requests for payments, vouchers, invoices, and interdepartmental billings; allocate appropriate codes. Receive payments and prepare daily deposits. Prepare billing statements and invoices, respond to inquires, and perform limited collection duties. Maintain fixed asset inventory. Answer telephones, greet visitors, provide information or directions, prepare reports, process financial records.

Qualifications:

High school diploma or GED. Prefer Associate Degree or two years of college with courses in accounting or business or directly related accounting or bookkeeping experience. Attention to detail is essential. Proven oral, written, and interpersonal communication skills as well as organizational skills. Customer oriented. General computer skills and word-processing and spreadsheet application experience.

Application Procedure:

All interested persons should submit the following to Human Resources, Williston State College, 1410 University Ave, Williston ND 58801: Staff Application for Employment form (available at www.wsc.nodak.edu/jobs or by request at the WSC Business Office at (701) 774-4200), letter of application, current resume, and contact information for three professional references.

Review of applications will begin November 9 and continue until the position is filled. Employment is contingent upon a satisfactory background check.

Williston State College is an equal opportunity employer.