Accounting Coordinator
Business Office Department

Summary
The Accounting Coordinator assists the Assistant Controller for student business services and is responsible for all aspects of accounting related to student accounts and loans. This position also assists the Assistant Controller for disbursements by serving as a backup for payroll and accounts payable processing.

Reports to: Assistant Controllers

Essential Functions
1. Provides customer service to parents, students, alumni and other Occidental personnel. Records and reconciles departmental charges and credits, prepares and mails all Federal Title IV loan notification letters and coordinates the weekly student account refund process.
2. Provides back up support for Payroll by processing various payrolls and manual checks.
3. Performs data entry of invoices, employee expense reports, vendor information and other accounts payable data.
4. Performs other duties as required.

Qualifications

Education and Training:
- Bachelor’s degree in accounting or related field (or equivalent combination of education and experience) strongly preferred.
- 2 -3 years of experience in Accounting desired.

Work Experience:
- Proficiency in Microsoft Office applications, including Access is required.
- Familiarity with BANNER Student Information System is a plus.
- Payroll processing is a plus.
- Process improvement and process documentation experience is a plus.
Knowledge/Skills/Abilities:

- Must be able to work independently in high volume, high accountability and confidential environment.
- Must demonstrate a commitment to superior customer service, outstanding communication skills and ability to handle a variety of tasks with efficiency, accuracy and with great attention to detail.
- Requires frequent interaction with students, parents, alumni and other Occidental College employees.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu.

Satisfactory completion of a background check is required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.