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

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**Essential Functions**

1. Provides customer service to parents, students, alumni and other Occidental personnel. Records and reconciles departmental charges and credits.
2. Prepares Federal Title IV loan notification letters.
3. Coordinates the weekly student account refund process.
4. Provides back up support for payroll processing.
5. Performs data entry of invoices, employee expense reports, vendor information and other accounts payable data.
6. Performs other duties as required

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**Qualifications**

**Education and Training:**
- Bachelor’s degree in accounting or related field (or equivalent combination of education and experience) required.
- 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.

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are 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.