

# Finance Team Member

<b>Dept./Office</b>	Office of Administration
<b>Team</b>	Finance Team
<b>Position</b>	Team member
<b>Reports to</b>	Finance Team Leader

## Position Summary

SUNY Korea is seeking a talented new team member to join the Finance Team, Office of Administration. In this position, an employee performs a wide variety of duties related to managing university tuition and fees, preparing accounting reports, and other financial tasks that are assigned:

### Responsibilities

- Overall tuition management: issuance of the billing statement, collection, daily check of the deposit
- Financial closing – support monthly, quarterly, and yearly closing, bookkeeping
- Support for account payables of university fund - wire transfer, check the classification
- Responsible for corporate card management – review payment reports, daily check the payment
- Other financial tasks that are assigned

### Qualifications

- Bachelor's degree in a related field (Accounting, Finance, Business Administration, etc.)
- Relevant work experience and/or educational background preferred
- Fluent Communication and Documentation skills in English and Korean

### Required Skills, Knowledge, and Abilities:

- Strong ethics and reliability
- Excellent analytical skills, time management
- Proficient in MS Excel

### Preferences

- Candidate with related degree/major preferred