

# Finance & Accounting Team

Dept./Office	Office of Administration
Team	Finance & Accounting Team
Position	Team Member
Reports to	Finance & Accounting Team Leader

## Position Summary

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

### Responsibilities

- Overall tuition management: issuing billing statements, collecting deposits and monitoring payment status daily
- Financial closing – support monthly, quarterly and yearly closing, bookkeeping
- Support for account payables of university fund - wire transfer, check the classification
- Corporate card management – review payment reports, check payments daily
- Other financial tasks that are assigned

### Qualifications

- Bachelor's degree
- Fluency in English and Korean writing and communication skills

### Required Skills, Knowledge and Abilities:

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

### Preferences

- Candidate with related degree/major preferred
- Relevant work experience and/or educational background preferred
- Experience with Douzon program and AICPA certification preferred