

EDUCATION, EXPERIENCE, DEGREES, CERTIFICATES, OR LICENSES REQUIRED:

1. Bachelor's degree in Accounting, Business, or closely related field.
2. Experience in a deadline-oriented, multi-tasking environment required.
3. 1-2 years' experience in related field preferred.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

1. Ability to quickly learn NU processes and systems.
2. Ability to work independently and collaboratively with a team.
3. Excellent organizational skills and attention to detail.
4. Competencies include leadership skills, communication skills, multi-tasking/coordinating, analytical skills, influencing/negotiating and supervisory skills, and the ability to manipulate small pieces of data with accuracy and focus.
5. Advanced skills in Microsoft Office Products.
6. Strong interpersonal skills.
7. Possess sufficient reading ability to interpret information from time sheets, invoices, ledgers, computer commands, and inventory sheets,.
8. Possess sufficient arithmetic ability to check and calculate totals necessary in order to maintain accurate financial records (addition, subtraction, division, and multiplication).
9. Possess adequate computer skills to enter data in spreadsheets, NU systems, to correspond via email, prepare reports and spreadsheets, and other correspondence as required.

KNOWLEDGE, SKILLS & ABILITIES PREFERRED:

1. Ability to work on multiple projects while maintaining a high level of accuracy and confidentiality.
2. Ability to focus on the details while grasping the wider concepts.
3. Ability to work within strict timeframes.

REVIEW OF PHYSICAL DEMANDS:

1. Occasionally lift 30 pounds from floor to waist height (stacks of papers for copiers, ledger books, and file boxes).
2. Maintain a seated position for approximately seven of eight-nine hours to perform most duties.
3. Occasionally stand and walk in order to move through work space.
4. Constantly perform job duties from a seated position for at least 6 of an 8-9 hour work day.
5. Occasionally climb and balance on step ladders to retrieve files and records on upper shelves.

6. Occasionally stoop/kneel/crouch to retrieve files from lower shelves and filing cabinets.
7. Constantly reach and finger to access computer keyboard, calculator keyboard, and to page through ledgers.
8. Perform repetitive finger movements to input data into computer and use calculator.
9. Possess adequate verbal and auditory ability to communicate with administrators, co-workers, subordinates, and vendors.
10. Possess adequate visual acuity to read information in printed form from computer monitor, ledgers, and other forms.