



Position Announcement

**Western Connecticut State University
Fiscal Affairs – Accounts Payable
University Assistant
Part Time – 15 hours per week**

Western Connecticut State University's Accounts Payable office is accepting applications for a part-time 15 hour per week University Assistant.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, members of LGBTQIA and BIPOC communities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. WCSU is honored to be awarded the federal designation as a Hispanic Serving Institution (HSI). This accomplishment marks a pivotal moment in our progress toward fostering diversity, equity, and inclusion within our campus community.

The Fiscal Affairs Accounts Payable office is responsible for payments of goods and services to vendors in a timely and accurate manner while adhering to University and State policies and procedures. The office is also responsible for monitoring, controlling, and processing all non-salary and non-employee expense transactions for the University. For information on the department go to www.wcsu.edu/financeadmin/services/accts-payable/

Reporting to the Associate Director of Accounts Payable, the incumbent will be responsible for providing accounts payable assistance with a variety of tasks, such as data entry and maintenance of accounts payable records, including invoices, purchase orders, honorariums, food service invoices, statements, etc. Provide assistance to inquiries from faculty, staff, vendors, etc. Assist with special projects as needed.

Qualifications: Bachelor's degree is preferred; Must have accounting experience. Must possess working knowledge of Microsoft Office Suite, including Word, Excel, Outlook & Teams. Banner experience is preferred.

Work Hours: This is an in-person 15 hour per week assignment and will not work remotely. Work hours will be Monday – Fridays between the hours of 8 a.m. – 5 p.m. with the exact work schedule to be determined at time of hire.

Salary & Benefits: \$20.00 per hour. Information on benefits may be found on the Human Resources website: <https://www.wcsu.edu/hr/benefits/> Please note there are no paid benefits for this position. All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration and Control Act (IRCA) and the successful passing of a background check. WCSU is committed to providing a safe campus community. Background investigations include reference checks and criminal history record checks.

As WCSU is a dynamic, diverse workplace, the proven ability to work effectively with people from a variety of backgrounds and cultures is highly valued.



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Application Process: Prospective candidates must apply via by submitting a cover letter, which includes the contact information for (3) current professional references and a resume. Please name your materials with your last name and title of position. Email to Ms. Peggy Boyle, University HR Administrator – Recruitment & Labor Relations hrpositions@wcsu.edu. In subject line of email, please reference: Your Last Name – Accounts Payable UA. Review of applications begins immediately and will continue until the position has been filled.

Western is an Affirmative Action Equal Opportunity Educator/Employer