

# Finance Team

<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 Finance Team in the Office of Administration. In this position, an employee is responsible for processing, recording, and reconciling a variety of accounts receivable (A/R) and accounts payable (A/P) transactions.

### Responsibilities

#### [A/R]

- Calculate, prepare, and issue a variety of financial documents including to tuition billing statements, tuition receipts, course fee statements, and other account statements
- Monitor student accounts for validity of records, fees, payments and other charges, and process refunds
- Reconcile various accounts by identifying and examining errors in postings and transactions omissions
- Complete financial forms including journal entries and balance sheets, and update data in spreadsheets

#### [A/P]

- Collect and review payment request forms for proper documentation and approval prior to payments
- Process wire transfer requests with payment request forms with all supporting documents
- Respond to staff questions regarding payments in a timely manner

#### [Other General Accounting Tasks]

- Investigate and resolve a variety of issues related to status of accounts and processing of payments
- Assist with monthly, quarterly, and yearly financial reporting and with external auditors as needed

### Qualifications

- Bachelor's degree in Accounting or Finance or related fields
- Entry level or 1 to 3 years of work experience in Accounting or Finance
- Fluent communication and documentation skills in both English and Korean

### Required Skills, Knowledge and Abilities:

- Strong work ethics and reliability
- Proficient in Douzone and MS Office