

Project/Program Specialist-Accounting

The University of Arkansas at Pine Bluff is seeking an experienced degreed accountant to assist in the daily operations of the Controller's Office.

Key Responsibilities

- Prepares financial statements and other required statutory financial reports
- Reconciles and prepares reports for cash, investments, bond and loan payables, fixed assets and other general ledger accounts
- Develops and maintains thorough knowledge and understanding of accounting policies, financial systems, transaction processes, and internal controls
- Ensures an accurate and timely monthly, quarterly and year end close
- Prepares and/or reviews account analyses and monthly analytical reviews of balance sheets and income statements
- Assists in the development and implementation of new procedures and features to enhance workflow of the department

Minimum Qualifications Required

- Bachelor's degree in Accounting
- Minimum five years of general ledger accounting and financial reporting experience; including the use and administration of automated accounting systems
- Proficient user of Microsoft Excel
- Organized, detail minded with ability to multi-task and meet tight deadlines
- Strong analytical and communication skills (oral and written)
- Proven expertise in General Ledger Accounting and GAAP
- Ability to work independently and collaboratively within a team

Interested individuals must submit an application and resume with the name, address, and telephone number(s) of three references to:

Human Resources Department
University of Arkansas at Pine Bluff
1200 N. University Drive
Mail Slot #4942
Pine Bluff, AR 71691

Applications accepted until suitable candidate is found.

Applications accepted Monday thru Friday from 9:00 a.m. to 4:00 p.m.

State Applications may be picked up from UAPB Human Resources Office. State applications from Workforce Services will be accepted.

“The University of Arkansas at Pine Bluff is an Equal Employment/Affirmative Action Employer and full participation by women and minorities is encouraged.”