

GARRETT COLLEGE

J O B D E S C R I P T I O N

V. SKILLS AND KNOWLEDGE:

Must possess strong accounting, organizational, and clerical skills. Must possess good customer service and public relations skills and the ability to handle effectively a wide range of tasks. Must possess an understanding of college policies and procedures pertaining to areas of responsibility. Understands and adheres to the concept of confidentiality. Must possess an understanding of computer applications (e.g. MS Office Applications) and automated accounting systems. Must possess excellent arithmetic skills and be detail-oriented.

VI. QUALIFICATIONS:

Basic: High School diploma with at least five years of full time relevant experience in payroll, benefits and accounting.

Preferred: Associate's degree with at least two years of full time relevant experience in payroll, benefits, and accounting.

VII. CLASSIFICATION: 6

VIII. CATEGORY: A

President (or Designee) Date

Employee

Date

New Position FY18