

Finance Team Member

Dept./Office	Office of the President
Team	Finance Team
Position	Team Member
Reports to	Finance Team Leader

Position Summary

SUNY Korea is seeking an experienced, reliable, and meticulous individual to join Finance Team as a new member. In this role, a Finance team member is responsible for processing, recording, and reconciling a variety of both accounts receivable (A/R) and accounts payable (A/P) transactions.

Responsibilities

[A/R]

- Calculate, prepare, and issue a variety of financial documents, including 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
- Complete financial forms including journal entries and balance sheets, and update data in spreadsheets

[A/P]

- Monitor corporate card transactions, ensuring accuracy and compliance with the University policies
- 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
- Execute credit card and bank account reconciliation
- Perform invoice and general-ledger data entry

[Other General Accounting Tasks]

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

Requirements

Must

- Bachelor's degree in business administration, accounting, finance, or related fields
- Strong work ethics, integrity, and reliability in financial reporting
- Ability to maintain confidentiality of the University and financial information
- Business level or higher communication skills in English

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- Proficient in MS Office, particularly Excel for financial reporting

Plus

- At least two years of experience in accounting, finance, or related fields
- Experience in higher education or similar institutions
- Experience with the Douzone ERP system
- Experience in Accounting Analytics