



UNIVERSITY OF ARKANSAS
PULASKI TECHNICAL COLLEGE

Employment Opportunities

Job Vacancy Announcement

Full-Time Temporary Fiscal Support Specialist

UA - Pulaski Technical College in North Little Rock, Arkansas is accepting applications for Full-Time Temporary Fiscal Support Specialist. This position is to assist with Payroll and Accounts Payable.

GENERAL RESPONSIBILITIES:

- Assist with accounts payable processes including data entry, document review, and reporting.
- Post, print, and disburse accounts payable checks.
- Prepare/submit reports for state and federal agencies.
- Assist with general fiscal operations of the college.
- Process accounts payable mail.
- Scan/import/retrieve documents to/from imaging system for accounts payable and payroll.
- Review/calculate/verify timesheets for part-time, work-study, and overtime payrolls.
- Process deductions and monitor monthly billing from third party payroll vendors.
- Assist student accounts during peak periods with cashiering and customer service.
- File and maintain departmental documentation.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- High School diploma or equivalent with course work in bookkeeping/accounting, payroll or related field;
- Three years' experience in bookkeeping/accounting, payroll or related field

DEADLINE: Open Until Filled

APPLICATION PROCEDURES:

Interested candidates should submit a UA - Pulaski Technical College employment application, Internal Transfer Request, resume and copies of unofficial transcripts to: UA - Pulaski Technical College, Office of Human Resources, 3000 West Scenic Drive, North Little Rock, Arkansas 72118.

http://www.uaptc.edu/human_resources/employment-opportunities

AA/EOE