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CITY COLLEGES OF CHICAGO
DISTRICT OFFICE
OFFICE OF FINANCE
OUTSOURCING CONTRACT

JOB DESCRIPTION

Title: **Accounts Analyst**

Reports To: Assoc. Director of Business Services

Description: Responsible for the accurate and timely processing and payment of invoices.

Duties & Responsibilities:

1. Processes and pays invoices by reviewing and checking accuracy of invoice. Inputs invoice correct dollar amount into system.
2. Notifies appropriate offices and vendors of discrepancies for resolution. Sends documentation with appropriate supporting materials and notes highlighting discrepancy. Follows up on discrepancies to ensure timely resolution and monitors monthly aging report for outstanding items.
3. Responds to internal/external requests for information by gathering and copying appropriate documents.
4. Maintains appropriate invoice and follow-up files.
5. Performs other duties as assigned.

Accounts Analyst
October 12, 2007

Qualifications:

1. High School diploma or equivalent experience in related field. Some college courses a plus.
2. Computer skills with word processing and spreadsheet and spreadsheets applications, preferably Word and Excel
3. Accurate 10-key skills. Ability to pay attention to detail.
4. Excellent writing and verbal communication skills
5. Experience with PeopleSoft financial management systems a plus
6. Ability to set priorities and manage multiple tasks.