



CLARK ATLANTA UNIVERSITY

Job Description

Excellent organizational skills and the ability to multitask

Demonstrated knowledge and understanding of the Banner Financial and Accounting System

Proficient use of Microsoft Office Suite (Word, Excel, Outlook, etc.)

Minimum Hiring Standards:

Education	Bachelor's degree in Accounting or business related field or equivalent work experience.
Years of Experience	Minimum five years relevant experience in Grants and Contracts Accounting preferred or other closely related experience may be considered.
Years of Management/Supervisor Experience	NA

Clark Atlanta University is an Equal Opportunity/Affirmative Action Employer