POSITION VACANCY  
WESTMINSTER COLLEGE

Financial Assistant

Applications are being accepted for the part-time (20 hours per week), hourly position of Financial Assistant in the Business Office. The position reports directly to the Controller. Responsibilities include administrative and clerical support for the Perkins Loan program, accounts payable, and other accounting and reporting activities. Works extensively with an outside vendor, students and the campus community.

A high school degree is required with a minimum of five years of relevant experience. Knowledge of Microsoft Office applications, and experience with enterprise software, data management and manipulation is required. Must be detail-oriented, accurate, and possess excellent communication skills.

Interested individuals should submit a cover letter, resume, and the names and telephone numbers of three work-related references by no later than May 31, 2018 to:

Christine Miller, Controller  
Westminster College  
Old Main 203  
New Wilmington, PA  16172  

Or

Email to millerca@westminster.edu

No telephone inquiries, please. EOE