



Woodcrest Christian School System

18401 Van Buren Blvd. | Riverside, CA 92508

(951) 780-2010 | Fax (951) 780-2079

www.wcss.org | info@wcss.org

Employment Position:

Accounting Assistant – Accounts Payable/Registration

Job Type:

Full-time – including summer

Qualifications/Job Duties:

- No degree required
- Minimum 2 years of related work experience
- Ensure proper documentation and approval prior to payment of invoices
- Research and resolve vendor inquiries
- Reconcile vendor statements, research and resolve discrepancies
- Assist with month end financial close reconciliations
- Responds to all vendor and internal inquiries
- Assists accounting department with other tasks and projects as needed

Experience & Skills

- Ability to be both fast and accurate in a high volume setting
- File, scan, and maintain orderly files
- Ability to learn and follow procedures quickly
- Strong interpersonal communication skills, both verbal and written
- Customer service oriented

Glorify God by Pursuing Excellence in Christ-centered Academics

WOODCREST CHRISTIAN DAY SCHOOL
3612 Arlington Ave., Riverside, CA 92506
(951) 686-1818 | Fax (951) 686-4041
Grades TK - 6th

WOODCREST CHRISTIAN MIDDLE SCHOOL
18401 Van Buren Blvd., Riverside, CA 92508
(951) 780-2010 | Fax (951) 780-2079
Grades 7-8

WOODCREST CHRISTIAN HIGH SCHOOL
18401 Van Buren Blvd., Riverside, CA 92508
(951) 780-2010 | Fax (951) 780-4576
Grades 9-12