



ST. LAWRENCE  
UNIVERSITY

## Principal Clerk Bookkeeper

**St. Lawrence University** has an opening for a full time **Principal Clerk Bookkeeper**. Duties include: Provide and maintain complete accounts payable bookkeeping records for the Bookstore. Closing the store on a scheduled basis and opening and/or closing as needed. Prepare and maintain journals and ledgers on a daily basis, to be utilized for monthly reports. Review

vendor statements to determine account status and reconcile discrepancies. Prepare reports for management purposes as designated. To provide routine retail clerical duties expected of all staff. To provide primary supervision on regularly scheduled weekend days, and at other times as specified.

**Minimum Qualifications:** A high school diploma and 2+ years of recent accounting experience or equivalent formal training. At least 1 year in a customer service focused position. Ability to work weekends and evenings as needed.

To view the complete position description, including minimum qualifications required, interested applicants must apply online at: <https://employment.stlawu.edu>. SLU is an Affirmative Action/Equal Employment Opportunity employer.

*All offers of employment are subject to the applicant successfully passing a background (including criminal records) check.*