

Accounting Assistant

Full-time position available. 2-year degree in accounting with 2 years' experience required.

Responsibilities include: accounts payable, payroll administration, accounts receivable, general ledger, month-end and year-end reconciliation. Computer experience with MS Office applications and Microsoft Dynamics SL is strongly desired. Excellent oral and written communication skills required. Send resume and salary requirements to: Human Resources, Minnesota State High School League, 2100 Freeway Blvd., Brooklyn Center, MN 55430, kvesall@mshsl.org. Application deadline is February 15,2017.