



温州肯恩大学
WENZHOU-KEAN UNIVERSITY

岗位说明书——出纳岗位

所属部门：财务部

汇报机制:财务部主任

岗位职责：

1. 保管备付现金、票据，将超出备付金限额的资金及时存入银行。
2. 根据财务系统中已经审批的付款指令进行出纳审核和支付，并在财务系统中记录出纳业务，处理银行对账业务。
3. 根据业务需要办理资金境外汇付业务。
4. 处理银行开户、销户、账户变更等事项，维持与各银行的良好工作关系。
5. 与各工作部门沟通，做好现金支出的预测。
6. 处理各项收费业务。
7. 完成领导交办的其他事务。

必备条件：

1. 财务会计类专业，硕士以上学历或或本科且有会计师以上职称；
2. 英语六级以上，具备良好的英语书面和口头表达能力，能用英语进行工作交流；
3. 具备坚实的会计基础知识和实践操作能力，熟悉政府会计制度；
4. 认真细致，具备强烈的工作责任心和良好的工作习惯，沟通能力强。

优先条件：

有高校财务经验者优先



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Job Description – Treasurer

Department: Office of Financial Services

Report to: Director of Finance

Responsibilities:

1. Keep daily cash reserves and accounting vouchers, and deposit the cash in excess of reserve quota in bank account on daily basis.
2. Review the payment order in the financial system of the university, make payments in compliance with the policies and regularities, keep accounts of the cash payments, and reconcile the accounts with bank record.
3. Process the overseas remittance.
4. Process of bank account opening/change/closure, managing relationships with banks;
5. Work with functional divisions of the university to make cash payment forecasting;
6. Collection of tuition and fees;
7. Other ad hoc tasks as assigned

Required Qualification:

1. Master's degree in accounting/financial management, or Medium Level Accountant Title with Bachelor's degree;
2. CET-6, fair proficiency in English language, ability to use English as working language;
3. Good grasp of accounting knowledge and skills, and familiarity with the government accounting system;
4. Strong sense of responsibility, good work manners and work ethics, and excellent communication skills.

Preferred Qualification:

Experience in accounting practice in colleges or universities