



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。根据业务需要办理资金境外汇付业务。处理银行对账业务。
3. 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；
4. 定期汇报资金情况，包括现金余额、银行账户余额、现金流量情况；
5. 与各工作部门沟通，做好现金支出的预测；
6. 完成领导交办的其他事务。

必备条件：

1. 财务会计类专业毕业，会计基础知识扎实；
2. 硕士学历以上，或本科毕业且有岗位相关中级以上职称；
3. 英语六级（取得境外大学学位的可提供雅思、托福成绩），具备良好的英语书面和口头表达能力；
4. 熟悉企业网银操作和财务软件操作，熟悉银行业务；
5. 有良好的沟通能力、抗压能力和较强的学习能力。

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 appropriately approved and make payment accordingly. Occasional process of overseas remittance. Reconciliation of account journal with bank record.
3. Support bank account opening/change/closure, managing relationships with banks;
4. Regular and timely treasury reporting including cash position, bank accounts balance and cash flows;
5. Work with functional divisions of the university on cash payment forecasting.
6. Other ad hoc tasks as assigned

Required Qualification:

1. Major in accounting/financial management with solid accounting knowledge;
2. Master's degree, or Bachelor's degree with medium grade professional title;
3. CET-6 (IELTS or TOFEL scores may be considered if with an overseas university degree), fair proficiency in both written and oral English language;
4. Be familiar with enterprise online banking and accounting software, and good experience in banking business;
5. Good communication skills, ability to work under pressure, and good learning capacity.

Preferred Qualification:

Experience in accounting practice in colleges or universities