Alabama Supercomputer Authority
ASA

Position: Business Analyst II
Reports to: E-Rate Manager
Location: Alabama Supercomputer Center- Huntsville & Montgomery
Pay range: $52,762-$88,525
Open until filled
Send resume to personnel@asc.edu

General Description

This is professional accounting and auditing work performed according to established procedures and regulations in the establishment, analysis, and maintenance of fiscal records. This position works directly with the E-Rate Manager and the member services team. This position will be responsible for a variety of accounting work, examples of some responsibilities are listed below.

Responsibilities

- Tracking various items and verifying accuracy
- Placing orders with vendors, tracking delivery, and processing vendor payments.
- Assisting with E-Rate application processes
- Working with all teams to ensure necessary equipment is ordered
- Creating quotes for clients/ reviewing quotes created by other staff members

Minimum Requirements

- Bachelor's degree from an accredited* four-year college or university with a major in accounting or equivalent experience.
- Three (3) years of experience performing professional-level accounting, financial auditing, and/or compliance auditing work preferred.