

- Oral and written communication skills.
- Interpersonal skills including tact, patience and courtesy.

Ability to:

- Communicate and work effectively with others.
- Perform complex accounting tasks that involve the exercise of independent judgement.
- Understand and interpret a wide variety of policies, laws, rules and regulations.
- Formulate and carry out recommendations regarding attendance processes.
- Work with a high level of independence and with little direct supervision.
- Organize and prioritize work and adhere to established deadlines.
- Understand, speak, read and write English at a level sufficient to perform required duties.
- Generate comprehensive written reports involving complex data in a proficient manner.
- Operate a computer and assigned software to enter data, maintain records and generate reports.
- Evaluate and project annual income and expenditures to determine budget requirements.
- Maintain accurate financial and statistical records.