

Financial Assistant – Student Center

Position Description:

This position aids and supports the Student Center’s Conference & Event Services. It maintains department files, helps process financial tasks, and provides information for customers.

Supervision Received:

Works under the direct supervision of the Budget & Policy Analyst.

Duties as Financial Assistant:

1. Prepare weekly invoices using EMS (Event Management System) software.
2. Maintain and update event reservation files.
3. Input deposits and statistical information into spreadsheets.
4. Provide excellent customer service on the phone, via email or for walk-ins.
5. Prepare journal entries and send to Business Services.
6. Training includes but is not limited to: proficient and competent in hazard & bodily fluid clean up procedures, mandatory reporting, general fire and emergency protocol.

Qualifications & Requirements:

- ◆ Must have a minimum cumulative grade point average of 2.30 and have 6 non-audit credits.
- ◆ Must be available to work up to 10 hours per week.
- ◆ Possess good customer service and problem-solving skills, be able to determine priorities, and be detail-oriented.
- ◆ Generates workload in an efficient/timely manner.
- ◆ Adhere to Student Center uniform dress policy and attend trainings.
- ◆ Computer knowledge working with Excel and Word.
- ◆ Flexible hours and willingness to help with timely deadlines.
- ◆ Basic accounting skills preferred or a willingness to learn.
- ◆ Performance reviews are conducted with the supervisor at least once per semester. Self-management is a must and self-evaluations are continuous.

Skills Gained:

Interpersonal Communication	Teamwork	Quality and accuracy of work
Problem Solving	Resourcefulness	Priority Setting
Time Management	Initiative	Meeting Deadlines
Written Communication	Locating Information	Keeping Financial Records & Basic Accounting

Job Skills Developed in the Position:

- ◆ Interacted and communicated effectively with students, staff, faculty and customers in person daily by answering their questions and listening to their concerns.
- ◆ Assisted customers in understanding billing by explaining process.
- ◆ Researched billing and invoicing information.
- ◆ Obtained knowledge of budgets by learning where to post payments and receivables.
- ◆ Created accurate financial reports, posted transactions appropriately, and invoiced proper departments.
- ◆ Observed and analyzed spending patterns to catch possible problems in budgets.
- ◆ Compared and analyzed patterns or constants from one accounting period/fiscal year to another.
- ◆ Created financial reports and assembled statistical information and presented to directors.
- ◆ Located financial information when needed to find supporting documentation

Wage Information:

- ◆ Entry Level: Intermediate
- ◆ Starting wage: \$8.75 per hour. Both work study-eligible and non-work study students are encouraged to apply.