STUDENT ASSISTANT JOB OPPORTUNITY
Accounting Analyst/Administrative Aide

Hourly Rate: $12.25 per hour; non-exempt classification
Work Schedule: Up to 20 hours per week as developed with the Accounting Technician
Training Period: Two months with possibility of extension

General Statement:
Under the supervision of the Accounting Technician, the Accounting Analyst/Administrative Aide is responsible for performing tasks and projects related to the Union Business Office.

Specific Duties and Responsibilities:

- Assists in entering preparing payroll reports and time card adjustments
- Reconciles and maintains receivables and prepares monthly reports
- Maintains bank account register to assure adequate funds are available
- Mails and delivers invoices
- Process deposits and apply payments in PeopleSoft
- Assists in researching data required for reports to the CSU system office, auditors, and other state and federal agencies, and preparing responses for signature
- Assists in counting and reconciling the vault as needed
- Assists in verifying accounts payable checks prepared by University Accounting for accuracy and mailing them to vendors
- Responsible for developing a thorough knowledge of the policies and procedures of the auxiliary system of the CSU as it relates to the department
- Assists with the completion of various projects assigned to Associate Executive Director/Director of Financial Services
- Prepares routine correspondence as necessary
- Assist in maintaining and updating files for payment documents, invoices, accounts receivable, and correspondence and gathers and collates records as requested
- Locates files or reports as requested by supervisors or others
- Processes, copies, and files documents and records as required for record keeping and purge files according to procedures
- Accurately perform arithmetical calculations, including decimals and percentages
- Accurately file alphabetically, numerically, and chronologically

Required Qualifications:

- Willingness to work with an ethnically diverse and culturally pluralistic student body and staff
- Willingness to be enthusiastic and provide friendly customer service at all times
- Ability to meet deadlines, adjust to changes in workloads and assignments
- Ability to learn and use various computer applications and office equipment and work independently
- Proven organizational, interpersonal, and communication skills
- Computer experience preferred
- Cash Handling experience preferred

Closing Date: Review of applications will begin on April 3, 2019 and continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. You may print an application from our website: www.calstatela.edu/usu/employment or visit our office in the University-Student Union room 306. A completed application is required.