



CALIFORNIA STATE UNIVERSITY, LOS ANGELES
**UNIVERSITY
STUDENT UNION**

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Office Hours:
Monday-Friday
8:00a.m.-5:00p.m.

The University-Student Union is an Affirmative Action/Equal Opportunity Employer. Applicants will be considered without regard to their race, color, religion, marital status, national origin, sex, age, pregnancy, sexual orientation, disability, military and veteran status, or other status protected by state or federal regulation within the limits imposed by law.

In order to be eligible for employment with the University-Student Union, a student assistant must be officially admitted to the University and must have at least a 2.0 G.P.A.

The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

STUDENT ASSISTANT JOB OPPORTUNITY **Accounting Analyst/Administrative Aide**

Hourly Rate: \$12.00 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 requests 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 **November 8th, 2018** 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.