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.