I GENERAL RESPONSIBILITIES

The Club Center Finance Graduate Assistant is a position within the Center for Campus Life (CCL) that supports the Financial Staff. This position reports to the Manager for Financial Operations. Major responsibilities include assisting with the coordination of various services such as acting as a resource for Club inquiries and assisting with the administration of Visa Cards for Club use.

II SPECIFIC RESPONSIBILITIES

1. Reconciles various agency accounts to databases
2. Updates online credit card site with appropriate account numbers
3. Monthly coordination of credit card statement scanning and processing to Accounting Dept.
4. Assists with updating data in club spreadsheets
5. Prepares and distributes administrative and financial forms
6. Attends Department meetings at least once per semester
7. Support department wide programs (flexibility to alter work hours as needed)
8. Departmental committee assignment and responsibilities
9. On-call/duty for late night program support three times per semester
10. Additional duties as deemed necessary to support the Center for Campus Life Financial team

III QUALIFICATIONS AND SPECIAL SKILLS

- Applicants must be detail oriented with emphasis on working in a meticulous manner
- Applicants must be proficient with Microsoft Excel and Word
- Applicants must possess excellent customer service skills
- Applicants must understand the importance of confidentiality
- Applicants must be able to work without close supervision and excel in follow through on projects and duties as assigned
- Applicants must be dependable and possess good work habits
- Applicants should have a desire to work with people from different cultures
- Must have availability to work during Club business hours (M-F 8:30am-4:30pm)
- Preference will be given to candidates who are accounting majors