

Job Description

Position Title: Accounting Assistant

Title of Supervisor: Assistant Director for Student Organizations

Payrate: Starting at \$14.00 per hour

Schedule: 10-15 hours/week

General Scope of Position

This position has broad responsibilities that include general assistance for Student Leadership and Engagement (SLE), the Associated Students of the University of San Francisco (ASUSF), and the Associated Graduate Students of the University of San Francisco (AGSUSF). Specifically, the Accounting Assistant will work on projects and tasks related to the management of financial transactions for student organization and department accounts.

Specific Duties and Responsibilities

- Assist with the oversight and support of ASUSF and AGSUSF Funded Accounts
 - Perform financial functions including deposits, invoices, purchase requisitions, work orders, reimbursements, and office supply orders
 - Maintain approximately 23 funded accounts including tracking expenditures and income, budget reconciliation, and compiling reports
- Assist with the oversight and support of ASUSF and AGSUSF student organization financial accounts
 - Provide monthly updates, information, and assistance with the financial process to student organizations
 - Maintain records for student organization financial accounts including contact information, tracking expenditures and income, and compiling reports
 - Facilitate the request process for establishment of new student organization accounts
- Assist with the oversight and support of SLE department accounts
 - Perform financial functions including deposits, invoices, purchase requisitions, work orders, reimbursements, and office supply orders
 - Maintain records including tracking expenditures and income, budget reconciliation, and compiling reports
 - Track and reconcile the fundraising proposal process
- Maintain purchasing card records
- Perform clerical duties including answering phones, data entry, copying, faxing, receiving/distributing mail and other materials, running errands, keeping office area clean, maintaining calendars, making appointments, greeting visitors, and responding to general inquiries
- Participate in meetings, trainings, and other scheduled activities
- Assist with other projects and tasks as assigned

Qualifications

- Excellent interpersonal, verbal, and written communication skills
- Computer skills including MS Word and MS Excel required; familiarity with Google applications, internet research, social media, OrgSync, and other online tools preferred
- Ability to multi-task, prioritize, and meet deadlines
- Positive attitude, friendly and professional
- Reliable, good follow-through
- Independent self-starter, able to take initiative
- Understanding of leadership and business principles and/or desire to learn
- Familiarity with SLE/ASUSF programs and responsibilities associated with the position
- Commitment to work in a culturally diverse environment and to contribute to the mission and goals of SLE/ASUSF and the University
- Minimum cumulative GPA 2.0 and good disciplinary standing at USF
- Work Study preferred

Time Commitment

Paid trainings will take place throughout the year including May 12, 2017 (1pm – 5pm), August 14, 2017 at 9am – August 16 at 5pm, and January 18, 2018 (10am – 4pm). Position will begin on August 7, 2017 and continue through May 10, 2018. One work shift will be scheduled during New Student Orientation on August 19-21, 2017 (6 hours). During the academic year, work must be regularly scheduled during business hours of 9 am to 5 pm, Monday through Friday, for 10-15 hours per week. Preference will be given to applicants who identify availability in 4 hour time blocks (for example, MWF 9am-1pm). Specific schedule will be set at time of hire. Accounting Assistants are required to return to work on January 18, 2018 for spring semester.

Application

Information and online application can be found at myusf.usfca.edu/student-life/sle/join-our-team. Applicants will be asked to answer several questions and submit contact information for two references and a resume or list of activities detailing work, volunteer, and USF involvement experience. Priority deadline for consideration of applications is 5 pm on Monday, April 17, 2017. Top candidates will be contacted for an interview, and final selections will be made by Friday, April 28, 2017.