

FINANCE ASSISTANT

JOB DESCRIPTION

DESCRIPTION:

This individual is responsible for assisting the VP of Finance with all financial transactions of ASC, depending upon the current needs of the organization. Daily duties may include processing financial forms, trips to Financial Affairs, and assisting other Central Committee members with financial documentation.

QUALIFICATIONS:

This person must be comfortable working with numbers, be very detailed, self-motivated, reliable, flexible and responsible. It's recommended this person be an Accounting/Finance Major or have directly related business coursework/experience. A minimum GPA of 2.5 is required.

TIME COMMITMENT:

7-10 hours per week (approximately, including minimum office hours).

GENERAL RESPONSIBILITIES:

1. Be in the office to assist the VP of Finance with current budgeting needs.
2. Assist with Check Requests and Reimbursements.
3. Assist with I-9 and W-4 tax forms.
4. Gather ASC names and information to prepare for payroll with HR.
5. Assist in doing deposits for ASC.
6. File ASC documents as needed.
7. Attend leadership forums as required by Central Committee.
8. Abide by all GFU community lifestyle standards as outlined in the Student Handbook.
9. Attend In-Service days prior to the first day of class of fall semester.

HONORARIUM:

Inquire at the ASC offices.