Beloit College
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Accounting Office Assistant</th>
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</thead>
<tbody>
<tr>
<td>Hourly Rate</td>
<td>$7.25</td>
</tr>
<tr>
<td>Department</td>
<td>Accounting</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Caryn Davis</td>
</tr>
<tr>
<td>Work Location</td>
<td>Accounting Office 2nd Floor Pearsons</td>
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<tr>
<td>Account Number</td>
<td>01-63626-00000-00000-xxxxx</td>
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Do multiple individuals hold this position at one time?  [ ] Yes  [x] No

Number of positions available: 1

Work Schedule
A student in this position can expect to work [ ] hours per day, 4 hours per week.
The student will work [x] Monday thru Friday [ ] Saturday [ ] Sunday [ ] any day of the week.
Hours are available during the following times of the day: 8:00 am - 3:30 pm.

Department/Position Overview
The office assistant position comprises of filing A/P checks and back-ups weekly, assisting with some data entry of journal entries and vouchering, and support for A/R functions.

Description of Duties and Tasks
[ ] Interact with and convey a positive attitude to visitors and the campus community in person or by phone
[ ] Conform to an established work schedule; reliably work set hours as assigned
[ ] Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.
[ ] Maintain the confidentiality of departmental/employee/student information
[ ] Run errands on and/or off campus, including campus mail pick-up and delivery
[ ] Perform light cleaning, departmental organization, and upkeep as required
[ ] Work efficiently and accurately without immediate supervision

Required Training and Skills
[ ] Ability to communicate in a concise and effective manner, both verbally and in writing
[ ] Detail oriented with strong organizational skills
[ ] Familiarity with specific computer software, listed here: Excel
[ ] Familiarity with specific equipment, listed here:
[ ] Completion of coursework or training, prior experience, and/or specific certifications, listed here: