Position Title: BSC Financial Office Assistant

Department: Student Engagement & Leadership

Work Location: Student Engagement & Leadership

Hourly Rate: $7.50

Supervisor: Jen Walsh

Account Number: 72-00000-00226-00000-xxxxx

Do multiple individuals hold this position at one time? ☑ Yes ☐ No

Number of positions available: 1

Work Schedule

A student in this position can expect to work 1 - 2 hours per day, 5 - 10 hours per week.

The student will work ☑ Monday thru Friday ☐ Saturday ☐ Sunday ☐ any day of the week.

Hours are available during the following times of the day: 8:00 am - 4:30 pm.

Department/Position Overview

Prepare purchase/reimbursement requisitions. Refer appropriate items in a timely manner to Budget Committee for approval. Communicate with BSC Treasurer/Budget Committee as needed. Communicate with clubs as needed. Review club related receipts for compliance with fiscal policies. Review Funding Board related receipts for compliance with fiscal policies, bylaws, and funding proposals. Monitor/record food caps for clubs. Perform other related duties as assigned. Work scheduled shifts. Meet weekly with Director of Student Activities.

More Detailed Information Available

http://www.beloit.edu/studentactivities/employment/

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

☑ Not required to work on study days or school holidays. Due to the nature of this position, individuals may be needed to work during final exam days.
**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: Google E-mail and Calendar and Microsoft Office Suite.
- Familiarity with specific equipment, listed here:
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: previous cash handling experience
- Ability to approach issues objectively
- Must be able to respect the confidentiality of co-workers, students, faculty, and staff