

## Student Job Description

Department: Finance Office

Location: 2nd fl Silliman Hall

Supervisor's Name: Tracy Ferritto

Please indicate hours/shifts available: Mondays - Fridays, day time

Rate of Pay: dependent on work experience

Purpose/Role of the Position within the Department:

Assist with daily and monthly tasks as designated by the Finance Office

Duties and Responsibilities:

- Organize monthly reconciliations into designated binders
- Scan documents for electronic filing
- Assist with spreadsheets and reconciliations as needed
- Photocopying
- Running errands
- Answering phones

Qualifications for the Position:

- Knowledge in Excel and other Microsoft programs
- Ability to work with confidential information
- Pleasant personality