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A Campus of the California State University

Work-Study Student Assistant Job Description

Department:	Accounting (Fiscal Services)	Supervisor: Accounting Manager or designee
Job Title:	Accounting Assistant	Working Hours: between 8 am to 5 pm
Pay Level:		Hourly Pay Rate: \$ 9.00
Job Summary (purpose or nature of work):		
Assists in the Accounting Department as needed		
Lab Darks		
Job Duties: 1. Clerical functions (copying, collating, scanning*, filing, answering phones, word processing)		
*Scanning and electronically filing documents per written procedures		
2. Preparing out-going or in-coming mail		
3. Data entry on excel spreadsheets		
4. Clerical audit of documents as directed		
5. Other clerical duties as may be requested		
Required (or Preferred) Skills, Knowledge, and Abilities:		
1. Professional attitude (Punctual and reliable)		
2. Good customer service skills		
3. Adherence to confidentiality standards4. Good organizational skills		
5. Familiar with online (electronic) file management		
6. Familiar with Excel or other spreadsheet data entry		
o. Familiar with Excel of other spreadsheet data entry		
Type of Supervi	sion Required:	
 ☑ Direct Supervision - Student receives immediate, close and regular supervision ☑ General Supervision Student receives some delegation of responsibility and independence 		
General Sup	ervision Student receives son	ne delegation of responsibility and independence
Signatories below denote that this position description is an accurate statement of the duties and responsibilities assigned to this position.		
Student's Signati	ure:	Date:
Suporvisor/s Sign	aturo.	Dato
Supervisor 5 Sign	nature:	Date: