

VIKING UNION

Program Support Staff 4 (FINANCE OFFICE)

The Viking Union is a place where students meet to share common interests, participate in activities, socialize, and enjoy the environment of learning. The flexibility of the Viking Union allows a student to gain self-confidence, information, and entertainment, all within one structure. The Finance Office coordinates the accounting of the Viking Union and Associated Students' budgets, ticket sales, cash funds, purchasing, and other financial transactions. The Finance Office Program Support Staff 4 is a senior level student position.

RESPONSIBILITIES

Examples Include:

1. Post, print and distribute Expenditure Requests and Purchase Orders upon approval.
2. Maintain open orders balance information.
3. Assist Finance Office staff processing student employment forms.
4. Count, record and deposit cash/deposit box daily.
5. Provide customer service at front counter.
6. Assist Finance Office staff in closing out Information Desk, Outdoor Center and Finance Office as directed.
7. Clean and stock the vault and maintain supply of all Finance Office related forms.
8. Maintain various log books.
9. Provide general office support such as filing, data entry and making labels.

SKILLS REQUIRED:

Keyboarding, cash handling and experience with Excel. Attention to detail, accuracy, and thoroughness is a must. Must be able to work independently. People skills and professional demeanor is desirable. Must be able to communicate with diverse public.

REPORTS TO: Finance Manager

WORK TIME: 12 - 15 hours per week (Preferably in the afternoons)

SALARY LEVEL: \$8.80 per hour

APPLICATION PROCEDURES: See "Hiring Procedures."