

VIKING UNION

Program Support Staff 2 (Finance Office)

Viking Union Mission:

The Viking Union welcomes and engages students, faculty, staff, and guests in building a diverse community. We continually strive to enhance the Western Experience through supporting student leadership, campus involvement and creative expression, and by providing services and events in our venues.

The Viking Union...Bringing Together the Campus Community at Western Washington University

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 should have experience in Excel and information dissemination, as well as an aptitude for basic math. It is preferred that candidates for this position have two to three years remaining as a Western student.

RESPONSIBILITIES:

1. Assisting Finance Office staff in providing frontline customer service. This includes cash receipting, general fiscal inquiries and issuing petty cash and change funds.
2. Recording accounting records and controls in Excel. This may include, but not be limited to recording and tracking open purchase orders and receipt logs
3. Filing of all fiscal paperwork for Associated Students' clubs and organizations.
4. Other tasks as assigned. Projects assigned on an as needed basis.

SKILLS DESIRED:

People skills, professional demeanor, and ability to effectively communicate with a diverse customer community are required. Attention to detail, accuracy, and thoroughness are a must. Ability to manage multiple tasks with conflicting timelines and with frequent interruptions. Ability to perform duties with supervision and/or independently.

REPORTS TO: Fiscal Specialist Lead

WORK TIME: 10 - 19 hours per week

SALARY LEVEL: \$9.32 per hour

APPLICATION PROCEDURES: See "Hiring Procedures."