



STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

Title:	Accounting Student Assistant
Department:	Financial Services
Hourly Rate:	\$11.00 - \$12.00 per hour
Posting Date:	September 29, 2017
Work Hours:	10-20 hours per week; shifts based on operational need of the organization

Position Definition

Under general supervision from the Lead Accountant, the Accounting Student Assistant will be responsible to work with the Accounting Team and works collaboratively with many constituents across the organization to ensure month end close deadlines are met. The Accounting Student Assistant performs routine and non-routine assignments requiring specialized knowledge, prior relevant experience and moderate independent judgment and decision-making. This position will work closely with the Lead Accountant to perform routine accounting duties.

Essential Duties

- Prepare journal entries for all assigned accounts
- Assist with accounts reconciliations and analyses
- Assist with month-end close
- Generate the monthly profit and loss statement for all assigned departments
- Assist with investigating project variances
- Code and prepare vendors disbursement requests for the department of Financial Services
- Maintain files and documentation thoroughly and accurately, in accordance with organization policy and accepted accounting practices
- Pick up and deliver time sensitive documents at various University offices
- Assist with various office & clerical duties and special projects as necessary

Qualifications

- Pursuing Bachelor's degree in Accounting/Finance preferred
- Proficient with Microsoft Excel
- Previous accounting or finance experience required
- Basic understanding of accounting principles and practices
- Strong organization, analytical and numerical acumen
- Familiarity with Associated Students, Incorporated (ASI) programs and services and the Bronco Student Center
- Demonstrated ability to maintain confidentiality and a diplomatic, professional demeanor
- Ability to satisfactorily complete a background check (including a criminal records check)

Work Environment

Frequently required to sit, talk and hear; manual dexterity, eye-hand coordination and verbal communication; use of office equipment: computer, printer, telephone, calculator, copier and fax. Must be able to walk, stand, bend and lift up to 25 pounds.

Position Sensitivity

Based on the duties and responsibilities of this position, this position has been designated to be a sensitive position with access to sensitive data.

Background Check

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with Associated Students, Inc., Cal Poly Pomona. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current ASI employees who apply for this position.

Employment Eligibility

Employment Eligibility: Employment with ASI is open to any Cal Poly Pomona student who is eligible to work and has the legal right to work in the United States. In addition, the employee must be currently enrolled for at least 6.0 units (undergraduate) and 4.0 units (graduate) at the end of the add-drop period, have a minimum 2.0 GPA and be in good standing with the University. Individuals enrolled only in Extended University are not eligible for hire. Exceptions to the unit load requirement are allowed during the summer quarter and for students who have applied for graduation for the current quarter. Applications for employment are available at the ASI Human Resources Office located on the first floor of the Bronco Student Center, Room 1216 or online at the ASI website: <http://asi.cpp.edu/employmentopportunities/>

Mandated Reporting Requirement

In compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and the CSU Executive Order 1083, each ASI employee is designated as a mandated reporter and is required to sign an Acknowledgment of Mandated Reporter Status and Legal Duty to Report Child Abuse and Neglect.

Systemwide Smoke and Tobacco Free Environment EO 1108

Cal Poly Pomona is a smoke and tobacco-free campus. Please refer to the link below for policy information.
<http://www.calstate.edu/EO/EO-1108.html>

About the Associated Students Incorporated

Established in 1963, Associated Students, Inc. (ASI) is a recognized auxiliary organization of Cal Poly Pomona that is led, funded and mainly staffed by students. Guided by the core commitments to the promotion of student development and provision of quality facilities, programs and services, ASI provides for student representation at the campus and system-wide level and offers leadership development through student government, student-led programming, student employment and student involvement in a wide array of Bronco Student Center programs and services, including The Bronco Recreation and Intramural Complex (BRIC), as well as the Children's Center. ASI fully supports the enrichment of student life by providing annual funding support for student clubs and organizations, diversity programs, athletic scholarships and academic support programs.

ASI is an Equal Opportunity Employer