



STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

Title:	Accounts Payable 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 Associate Director of Disbursement Management, the Accounts Payable (AP) Student Assistant will perform routine and non-routine assignments which provides quality customer and clerical support to the Financial Services Department.

Essential Duties

- Assist AP Fund Specialist with:
 - Review disbursement requests for completeness
 - Match disbursement request signatures with signature cards
 - Confirm club and department availability of funds
 - Check budget line items
 - Prepare purchase orders
 - Assist in data entry
- Back up front desk Clerical Assistant duties:
 - Respond to a variety of customer inquiries, requests and services for information in a timely and professional manner
 - Answer telephones, Financial Services email and faxes as well as take and relay messages
 - Open and close Customer Service windows and cash drawers
 - Handle cash transactions and balance daily cash drawer
 - Receive, review and log distribution requests, purchase orders and other documents
 - Provide instructions and guidance to customers regarding ASI business practices
 - Perform data entry, filing and generating of financial reports
 - Prepare account reconciliations
 - Run errands on campus
 - Perform other duties as assigned
 - Check ID & distribute payroll and disbursement checks
 - Receive club/ASI deposits
 - Receive payments on account
 - Assign and set up vendor ID's
 - Scan & attach documents in Great Plains
 - Reorder supplies
 - Process W-9's

Qualifications

- A minimum of 4 units of accounting coursework required; Accounting or Finance major preferred.
- Previous accounting or finance experience required
- Familiarity with Associated Students, Incorporated (ASI) programs and services and the Bronco Student Center, preferred
- Demonstrated ability to maintain confidentiality and a diplomatic, professional demeanor
- Demonstrated ability to provide friendly and pleasant customer-oriented service
- Ability to operate an office work station utilizing word processing, spreadsheet and other applications in use
- Ability to perform accurate, detailed work
- Ability to accurately perform basic math and use a calculator
- Ability to follow routine verbal and written instructions
- Ability to adhere to work rules, follow directions, use time effectively and work productively without close supervision
- Ability to prioritize tasks, display initiative, and remain flexible in a changing environment
- Ability to effectively communicate clearly and concisely, both verbally and in writing
- General knowledge of the campus and its policies
- Demonstrated ability to work with a diverse student population and campus community
- Ability to satisfactorily complete a background check (including a criminal records check)
- Previous accounting or financial experience.

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