### STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

<table>
<thead>
<tr>
<th>Title:</th>
<th>Accounting Student Assistant</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Financial Services</td>
</tr>
<tr>
<td>Hourly Rate:</td>
<td>$14.00 - $14.50</td>
</tr>
<tr>
<td>Posting Date:</td>
<td>December 5, 2019</td>
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<tr>
<td>Hours:</td>
<td>10-20 hours per week; shifts based on operational need of the organization</td>
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**Overview**
Associated Students, Inc. (ASI) is seeking a student-focused applicant with continuous improvement mindsets. Established in 1963, ASI is a non-profit corporation guided by a student board and managed by full-time professional staff. ASI is considered a part of the Cal Poly Pomona Division of Student Affairs and serves the entire campus population, including over 25,000 students, by providing opportunities for student engagement, student employment, and a multitude of programs and services such as recreation and wellness, student union and activities, student government, childcare, and ASI operational support areas including human resources, financial services, and facilities management. ASI is looking for employees who exhibit our values of integrity, honor, dedication, loyalty, and respect in every interaction with each other, our students, the campus community, and guests of Cal Poly Pomona.

Financial Services serves as a partner for student groups, ASI departments, and the University, providing financial supports to help meet business and programmatic needs of the $17M non-profit 501(c)3 corporation while maintaining fiscal integrity, data accuracy, and compliance with CSU, University and ASI policies and procedures. Our mission is to process financial transactions in a timely and efficient manner to meet the needs of the customers; prepare financial statements, projections, and analyses regularly to support informed decision-making; protect company assets through proper internal controls to prevent loss or fraud; plan for appropriate allocation and reserve of resources to align with both short-term and long-term goals; provide excellent customer service and guidance to students, staff, and faculty; promote a positive work environment that fosters motivation, productivity and retention.

**Position Definition**
Under general supervision from the Accounting Technician, the Accounting Student Assistant will be responsible to work with the Accounting Team and work 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 accounting team 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 tagging company assets
- 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)
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.

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.

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, student employees must be currently enrolled in a minimum of 6.0 units (undergraduate) and 4.0 units (graduate), international student employees must be enrolled in a minimum of 12.0 units (undergraduate) and 8.0 units (graduate) at the end of the add-drop period. Student employees are required to have a minimum overall and Cal Poly Pomona GPA of 2.0 and be in good academic 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 term and for students who have applied for graduation for the current term. 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 https://asi.cpp.edu/hr/

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

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.

ASI is an Equal Opportunity Employer