

**COLLEGE WORK-STUDY  
JOB DESCRIPTION**

**NAME OF DEPARTMENT:** Accounting

**NAME OF WORK-STUDY SUPERVISOR:** Bruce Jensen

**WAGE RATE:** \$7.50 per hour

**LENGTH OF EMPLOYMENT:** 2008-2009 academic year (August 27, 2008 - May 6, 2009)

**PURPOSE OF JOB:** To provide support to this department in any or all of the ways described in the duties and responsibilities listed below.

**DUTIES AND RESPONSIBILITIES:**

To provide clerical assistance and support to the following:

Accounts Receivable, Accounts Payable, Accountant and Payroll

Responsibilities include:

1. Customer service
2. Data entry for areas listed above
3. Assisting students with Cashier Receipts or Student Account related questions
4. Filing
5. Provide general office support as needed

**OVERALL JOB QUALIFICATIONS:**

1. Personable with strong people skills
2. 10 key proficiency
3. Keyboarding skills (30-40 WPM)
4. Basic computer knowledge
5. Accurate filing skills
6. Detail oriented
7. Self-starter