

## Student Accounting Assistant

The OSU Business and Engineering Business Center has one to two openings for student assistants to assist with accounting duties.

### **Responsibilities may include:**

- Reconcile transactions/accounts
- Reimburse personnel for expenses/ travel expense reimbursement
- Process invoices and deposits
- Process correcting entries
- Post transactions to database
- Scan financial documents
- Filing
- Assist with ordering
- Assist with walk-in traffic
- Other duties as needed

### **Qualification/skill preferences:**

- Enrolled or intention to seek enrollment in Accountancy program
- Ability to use spreadsheet and database software
- Effective communication skills. The position involves interaction with members of faculty and staff.
- Ability to organize
- Ability to maintain attention to detail
- Willingness to follow up on pending items
- Problem-solving skills

Approx 10 hours per week. Pay: \$9.10/hour

To apply:

Email resume and cover letter to Tara DiSante:

[tara.disante@oregonstate.edu](mailto:tara.disante@oregonstate.edu)

Please attach unofficial transcript or list accounting courses taken.

For first consideration, please apply before May 11, 2014. Applications will be accepted until position is filled.