

FEDERAL WORK STUDY PROGRAM

Accounting Clerk-Griffin

Location: Griffin Campus 8:00 a.m. – 5:00 p.m.

Supervisor: Becky Cobb, Director of Administrative Services Hourly Rate: $10.00

Under general supervision, provides assistance to staff members while working in the Administrative Services Department. Performs reconciliations for refund subledgers, asset management, and bank accounts; provides administrative support such as typing, filing, shredding documents, data entry, and other duties as assigned by the Director of Administrative Services; assists with maintaining an orderly and clean environment in and around the office, etc.

Accepts direction and feedback from supervisor and follows through appropriately.

**Essential Duties and Responsibilities**

Begin and end work as scheduled; notify supervisor, according to policy, when arriving late for work or when absent; observe policies on break and lunch periods; use work time appropriately;

Demonstrate eagerness to learn and assume responsibility; seek out and accept increased responsibility; display a "can do" approach to work;

Show persistence and seek alternatives when obstacles arise; proactively perform tasks before being asked or forced to by events.

**Minimum Qualifications:**

Ability to operator a computer, scanner, copier, and fax machine; proficient in Microsoft Excel, Microsoft Word, and Outlook; knowledge of phone system operation; knowledge of college activities and operations; detailed-oriented; self-starter; excellent interpersonal and customer service skills; highly organized; strong verbal communications skills; have knowledge of proper phone etiquette; ability to maintain professional dress;

**Preferred Qualifications:**

Accounting or business administration major; Experience with account reconciliations.

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