

Job Title of this Position	Finance Analyst Assistant
Name of Organization	Highline School District # 401
Website	www.hsd401.org
Job Location Address	15675 Ambaum Blvd SW, Burien WA 98166
Contact / Supervisor	Bang Parkinson
Phone Number	206-277-5949
E-mail	parkinbt@hsd401.org
<u>Hourly Pay Rate</u> (indicate a range)	\$12.00 per hour
Employment Period	Summer Only [<input type="checkbox"/>] Academic Year [<input type="checkbox"/>] Summer & Academic Year [<input checked="" type="checkbox"/>] (7/1/2008- 9/23/2008) (9/24/2008-6/12/2009) (7/1/2008 – 6/12/2009)
Hours per week	Summer: full time program 40 hrs/wk [<input checked="" type="checkbox"/>] part time program up to 19 hrs/wk [<input type="checkbox"/>] Academic Year: up to 19 hrs/wk [<input checked="" type="checkbox"/>]

Nature of Business or Organization:
School District – Business Services

Duties and Responsibilities:
Financial reporting, research, finance analysis, bank reconciliation, accounts payable (when needed), accounts receivable (when needed)

Minimum Qualifications:
Undergraduate – Accounting/Finance concentration

Educational Benefits:
Student will gain real life experience in the whole accounting cycle and finance analysis.

(For Work Study Office Use Only)

JOB NUMBER 65HSD01 REIMBURSEMENT RATE: FEDERAL % STATE 65%