

## Work Study Job Description

<b>Job Title</b>	Accounting Intern
<b>Department Name</b>	Pathology
<b>Job Location</b>	Health Science Building
<b>Pay Rate</b>	\$10.00 - \$15.00
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	40 hrs/wk, 19 hrs/wk
<b>Contact Supervisor</b>	Jill Camp
<b>Phone Number</b>	
<b>Email Address</b>	jillray@uw.edu
<b>Website</b>	
<b>Box Number</b>	357470

<b>Nature of Organization</b>
Fiscal Office in the School of Medicine, Department of Pathology
<b>Duties and Responsibilities</b>
<p>Under general supervision, independently perform a variety of fiscal tasks. Primary duties and Responsibilities:</p> <p>Budget reconciliation for grants, contracts, and departmental budgets while auditing for compliance.</p> <p>Sorting, scanning &amp; electronic filing of all related fiscal documents.</p> <p>Assist with order processing for lab &amp; office supplies using UW procurement processes.</p> <p>Applying computer skills to gain knowledge of UW financial systems (FIN, PAS, and Financial Desktop) and update spreadsheets.</p> <p>Ad hoc reports using MS Excel</p> <p>Other duties as assigned</p>
<b>Minimum Qualifications</b>

We are seeking a highly motivated, organized, and reliable student to help with work that involves fiscal and admin assistance.

Comfortable learning new programs & web-based applications, proficient in Excel, attention to detail, and have strong communication skills required.

This is a year round position and requires summer availability

### **Educational Benefits**

Additional advanced skill learning & application opportunities will be based on performance and could involve cost accounting, reporting, assisting with the development of lean accounting procedures and processes that will withstand an audit.

### **How to Apply**

Submit resume to [jillray@uw.edu](mailto:jillray@uw.edu).

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Job Number: PATH08 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |  
Program: Federal