

## Work Study Job Description

<b>Job Title</b>	Student Fiscal Technician
<b>Department Name</b>	Invoice Receivables/ Student Fiscal Services
<b>Job Location</b>	572 Schmitz
<b>Pay Rate</b>	\$10.10 - \$11.00
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Nancy Hurja
<b>Phone Number</b>	206-221-5961
<b>Email Address</b>	nhurja@uw.edu
<b>Website</b>	<a href="http://f2.washington.edu/fm/sfs/">http://f2.washington.edu/fm/sfs/</a>
<b>Box Number</b>	355870

### Nature of Organization

Invoice Receivables manages approx 1400 invoices per month. Departments send out invoices to their customers and IR makes sure those invoices are paid in a timely manner and appropriate records are kept.

### Duties and Responsibilities

We are looking for a student who has a strong knowledge of Excel and Computer skills. Maintains and creates customer contact lists on Excel and keeps current. Updates general working procedures to be used as guidelines for current and future employees. Enters address corrections for customers in database  
Customer Support: Answering phone calls from departments and outside customers, emails, and mail.  
Monitors Invoice Receivables Database, checking to see if invoices have been paid or are still outstanding.  
Creates spreadsheets for departments stats

### Minimum Qualifications

Applicant needs to have a desire to assist others, be friendly, and have a willingness to learn new processes, have attention to detail, have a strong understanding of Word and Excel and experience using an Excel spreadsheet.  
Also needs to have good attendance and be punctual.

**Educational Benefits**

Development of written, verbal, and customer service skills  
Increase in computer skills  
Expand knowledge and interaction with diverse populations  
Increase knowledge of team work, collaboration, flexibility, effective communication, and time management

**How to Apply**

Email Resume to Nancy Hurja [nhurja@uw.edu](mailto:nhurja@uw.edu)  
or call 206-221-5961

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Job Number: STFS01 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |  
Program: Federal