

Work Study Job Description

Job Title	Accounts Payable/Customer Service Studen
Department Name	Procurement Services Customer Services a
Job Location	Purchasing & Accounting Bldg 3917 Un
Pay Rate	\$ - \$12.00
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Julie Condit
Phone Number	206-685-0571
Email Address	jacondit@u.washington.edu
Website	
Box Number	351130

Nature of Organization

UW large accounting operation, paying UW department/supplier invoices and handling documentation.

Duties and Responsibilities

- * Assist Accounts Payable department of large accounting operation
- * Label and scan documents
- * Independently file, retrieve, copy and fax
- * Enter data into Purchasing & Accounting system, using keyboarding and 10-key skills
- * Compose and send email
- * Assist with basic office activities
- * Assist customers in locating documents
- * Fill in at reception as needed; answer phones and distribute checks
- * Assist staff in organizational and filing projects
- * Other applicable duties as assigned

Minimum Qualifications

- * Keyboarding accuracy
- * 10 key accuracy
- * Basic Microsoft Office skills

Educational Benefits

Experience in a large and complex business office, with a high volume of accounting operations

How to Apply

Job Number: PRCS02 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |
Program: Federal