OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

Work Study Job Description

Job Title	Student Accounting Assistant
Department Name	Financial Accounting.
Job Location	Purchasing/Accounting Bldg - 3917 Univer
Pay Rate	$12.00 - $12.00
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Dan Schaaf
Phone Number	206-685-6423
Email Address	schaafd@u.washington.edu
Website	
Box Number	351120

Nature of Organization
The Financial Accounting department is responsible for preparation of financial statements, supporting schedules and footnotes supporting the UW Annual Report, as well as similar financial statements and schedules supporting the OFM CAFR.
Duties and Responsibilities
Help support the routine accounting functions, and the Universityâ€™s year-end Financial Report process and reporting to the State of Washington. Primarily entails preparation of journal entries, data entry to Excel and maintenance of Excel spreadsheets, input to the Universityâ€™s accounting system, etc. Also includes general office duties such as filing, copying, sending receiving email, etc. Level of complexity of the assignments will vary based on the skill level of the candidate selected.
Minimum Qualifications

Student must be Work Study eligible and currently enrolled in an accounting or general business major. Requires solid MS Office skills, especially Excel and Outlook, demonstrated experience using complex Excel spreadsheets, and familiarity with automated processes and systems. Qualified candidates will possess strong written and verbal communication skills, work well independently, be organized and have strong attention to detail.
Our office is looking for someone that can ideally commit to working for more than one year in order to leverage knowledge gains and productivity.

Many tasks occur daily and the department desires a candidate that will be able to work a predictable schedule.

Educational Benefits

The student will gain valuable experience working in a business setting, applying basic accounting concepts and further developing their skills with MS Office and automated systems. The work schedule is flexible and able to work around conflicts such as Finals Week, etc.

How to Apply

Job Number: FACC01 | Job Class Code: 0875 | 51% Comp. To Classified: y | Federal | Closed