

CSU, Fresno Auxiliary Corporations Job Description

Job Title: Housing Student Accounting Assistant

Department: Housing

Reports To: Accounting Supervisor

FLSA Status: Non-Exempt

Application Deadline: Tuesday, December 12th

SUMMARY

Applicant must be able and willing to work a minimum of 20 hours per week during the academic year and occasional Saturdays and Sundays. Additional hours will be available on an as needed basis. A maximum of 40 hours per week is available during the summer break. The Applicant must be currently enrolled as a student at California State University Fresno. Must be familiar with Microsoft Office applications, have good clerical and customer service related skills, and be willing to work in a fast paced environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the general supervision of the Accounting Supervisor, the Housing Accounting Assistant will be responsible for the following duties:

- Assist customers with account information.
- Answer phones, take messages and return calls.
- Receive and receipt payments.
- Assist with maintenance of resident files.
- Assist with closing of accounts at the end of the semester.
- Assist with the preparation of resident invoices and mailing.
- Research resident accounts as needed.

Additional duties as assigned

SUPERVISORY RESPONSIBILITIES

This position does not supervise any employees.

PREFERRED QUALIFICATIONS

- Fresno State Student
- Customer service and general office experience
- Computer Experience: Knowledge of Windows, Microsoft Word and Microsoft Excel.
- 10 Key Experience
- Keyboard & data entry
- Ability to communicate effectively both orally and in writing; works effectively in a multi-task and deadline driven environment; work politely and effectively with the public, co-workers, and others; maintain confidentiality.

Knowledge of general office practices, policies and procedures; proper English grammar, spelling and usage; business math; alphanumeric filing systems; techniques for dealing with the public, in person and over the telephone; basic computer applications related to the work.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk and reach; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, or crouch.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The duties of this position are performed in a well-lit, temperature controlled office environment. The noise level in the work environment is usually moderate to loud.

Accounting Student Assistant Application

Please complete the following. Attach additional sheet of paper, if necessary. Print or type information:

Name: _____

Fresno State ID #: _____

Local Address: _____

City, State, Zip: _____

Permanent Address: _____

City, State, Zip:

Phone: _____

Currently a Fresno State student Yes: _____ No: _____

1. Have you ever been employed by University Courtyard? If yes, list the position(s) held and date(s) of employment.

2. List previous employers (at least two years), including any volunteer hours, and briefly describe the type of work performed:

3. Briefly describe any customer service experience you have in either a volunteer or paid position:

4. What qualities or skills do you have that makes you the best candidate for this position?

5. Indicate the times you are AVAILABLE to work each day.
Attach Class Schedule.

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Please provide two professional/business related references who are able to provide a telephone reference for you. The recommendations are confidential and will not be available for the applicant or third parties to review.

Name: _____ Phone: _____

Occupation and Title: _____

Name: _____ Phone: _____

Occupation and Title: _____

Return the completed application to the Atrium Accounting Desk by Tuesday, December 12th.

Applicant Signature _____ **Date** _____