

Student Business Assistant

- Pay Classification:** Student Assistant Level II; \$14.50-\$15.25 per hour.
- Work Schedule:** Up to 20 hours per week as assigned.
- Training Period:** 90 days probationary period with possibility of extension.

General Statement:

Under the supervision of the Assistant Director, Business and Finance the Student Business Assistant is responsible for assisting with business support processes including but not limited to, maintaining and updating transaction files, data entry and generating and distributing collection notices. The Business Services Assistant assists with special projects for data analysis including creating tables, graphs and presentations as needed. The Business Services Assistant assists with coin machine collection, point of sale reconciliation of cash drawers and preparation of deposit memos for daily transactions.

Specific Duties & Responsibilities:

- Perform data entry of Accounts Payable (A/P) and Accounts Receivable (A/R) transactions into internal accounting software.
- Verify supporting documents and signatures for all transactions.
- Maintain and update transaction files and assist with storing and retrieving files when needed.
- Match outgoing A/P checks with corresponding check requests and purchase orders prepared by Office Manager.
- Match incoming A/R checks with corresponding invoices.
- Maintain A/R folders for all invoices (paid and unpaid), copy and distribute invoices to vendors.
- Assist with preparation of cash and check deposit memos.
- Prepare and distribute collection notices for aged receivables.
- Contact and inform vendors of past due invoices.
- Assist with reconciliations of A/P and AR accounts.
- Assist with Point of Sale reconciliation of cash drawers.
- Assist with coin machine collections.
- Prepare and deliver deposit memos for daily transactions.
- Complete special projects as assigned.
- Maintain appropriate inventory of supplies to support job function.
- Adhere to Employee Handbook and organization policies and procedures.
- Attend required employee staff meetings and trainings.
- Assist with other duties as assigned.

Skill Requirement:

- Willingness to work with an ethnically diverse and culturally pluralistic student body and staff.
- Possess and display professional, approachable and courteous demeanor.
- Possess characteristics of being ethical and trustworthy, respectful, culturally aware and sensitive, and flexible.
- Effective communication including oral, written and listening abilities.
- Strong organizational skills: ability to prioritize, complete assigned work duties and handle a wide variety of tasks.
- Ability to manage multiple projects simultaneously and effectively in a fast-paced environment.
- Must be self-motivated, able to work independently, and to apply good judgment.
- Detail oriented with ability to accurately enter data.
- Ability to analyze and interpret data.
- Ability to generate reports from data gathered and present to constituents.
- Proficient with Microsoft Word and Excel.
- Business, Finance or Accounting background preferred.
- Cash handling experience preferred.
- Basic knowledge of general office systems (phone, fax, copier, printer, scanner, etc.) preferred.

Employment Eligibility:

Employment with LSU is open to any qualified CSUDH student enrolled at least half time, 6 units undergraduate or 4 units graduate, and has a legal right to work in the United States. In addition, the student employee must at least have a 2.0 cumulative G.P.A. for undergraduate students and 3.0 cumulative G.P.A for graduate students. Individuals enrolled only in extension courses are not eligible for hire.