

VIKING UNION

Program Support Staff 2 (FINANCE OFFICE)

The Viking Union is a place where students meet to share common interests, participate in activities, socialize, and enjoy the environment of learning. The flexibility of the Viking Union allows a student to gain self-confidence, information, and entertainment, all within one structure. The Finance Office coordinates the accounting of the Viking Union and Associated Students' budgets, ticket sales, cash funds, purchasing, and other financial transactions. The Finance Office Program Support Staff should have experience in Excel and information dissemination, as well as an aptitude for basic math. It is preferred that candidates for this position have two to three years remaining as a Western student.

RESPONSIBILITIES:

1. Filing of all fiscal paperwork for Associated Students' clubs and organizations.
2. Assisting Finance Office staff in providing frontline customer service. This includes cash receipting, general fiscal inquiries and issuing petty cash and change funds.
3. Sorting packages on a daily basis.
4. Recording accounting records and controls in Excel. This may include, but not be limited to recording and tracking open purchase orders and receipt logs
5. Other tasks as assigned.

SKILLS DESIRED:

Ability to perform work duties using the telephone, computer, and other standard office equipment. People skills and professional demeanor is desirable. Attention to detail, accuracy, and thoroughness are a must. Ability to manage multiple tasks with conflicting timelines and with frequent interruptions. Ability to perform duties with supervision and/or independently. Effectively communicate with diverse public.

REPORTS TO: Fiscal Specialist I

WORK TIME: 10 - 19 hours per week (Preferably in the afternoons)

SALARY LEVEL: \$8.35 per hour

APPLICATION PROCEDURES: See "Hiring Procedures."