

Associated Students, Inc. of California State University, Fresno

FINANCE STUDENT ASSISTANT – ASSOCIATED STUDENTS, INC.

JOB ANNOUNCEMENT #17-851

POSITION SUMMARY:	Part-time position with Associated Students, Inc. (ASI) of California State University, Fresno. The Finance Student Assistant is responsible for the timely processing of all finance documents and forms relating to ASI Accounts, Club Accounts, IRA, and Research Grants and delivery of those documents and forms, along with ASI tracking recap sheets, to the Association accountant. The Finance Assistant is knowledgeable about ASI policies and procedures and is able to provide answers to questions regarding club funding, accounts balances, and finance related issues. The Finance Assistant is a front-office position that greets visitors and students in a professional and friendly manner and provides timely and effective customer service.
ESSENTIAL JOB FUNCTIONS:	Under the direction of the Office Coordinator, and works closely with the ASI Vice President of Finance, the employee will be responsible for the following. Typical duties include, but are not limited to: <ul style="list-style-type: none"> • Provides initial information for ASI funding, club accounts, Research Grants and IRA’s • Makes sure students/advisors/clubs and organizations have the necessary documents, or know where to find them on the ASI website, to start the funding process • Responsible for logging and processing funding forms and applications as they are turned in and use check lists to verify proper documentation • Makes sure all necessary documents are present, signed, and recapped on Excel spreadsheet before turning in to the Association accountant • Works closely with the Vice President of Finance and Office Coordinator for processing to learn finance procedures and policies • Has knowledge of ASI policies and procedures and is able to provide answers to different questions regarding ASI programs and functions • Begins to learn to use Qualtrics and Org Sync to streamline and revise ASI forms • Adheres to office dress code and time clock procedures • Takes active part in shared responsibilities of keeping Office 317 and 316 clean and archiving old documents • Other duties as assigned
REQUIREMENTS & EXPERIENCE:	<i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i> <ul style="list-style-type: none"> • Currently enrolled as a student at California State University, Fresno and meets the eligibility requirements set forth by the Chancellor of California State University • Works maximum of 20 hours per week during the academic year • Works effectively in a fast-paced, multiple-task, and multiple interruption environment and successfully completes many different tasks accurately and in a timely manner • Has required Class C driver’s license along with a certificate of completion from the Defensive Driving course in order deliver forms to Association building • Office work experience or knowledge/study relating to finance. Knowledge of correct English grammar, spelling, and punctuation for use in basic written communication • Has general knowledge of basic office procedures and practices • Good computer skills and working knowledge of Microsoft Office
COMPENSATION:	\$11.00 per hour.
DEADLINE:	Application review begins immediately; open until filled.
TO APPLY:	To be considered for this position, please drop-off a cover letter and resume to the ASI Business Office, USU 317 or email macis@csufresno.edu .

RESUMES WILL NOT BE ACCEPTED WITHOUT COMPLETE APPLICATION

Employment for this position is by the Associated Students, Inc. of California State University, Fresno. This is not a State of California position.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER

