Campus Rec Accounting Assistant I
15-20 hrs/week • $13.52/hour
2 positions available – Start Date: April 5, 2021
Must be available to work Summer 2021
Earliest Graduation Date June 2022

POSITION SUMMARY
The Campus Rec Accounting Assistant uses accounting skills to record, examine, and reconcile expenditures and revenue transactions and records to maintain accountability in accordance with statutory requirements, university policy, and general accounting principles and procedures. This position performs duties related to interrelated accounts and must have an overall knowledge of account relationships in order to allocate charges, reconcile accounts, prepare financial statements and maintain accounting controls. This position works with a high degree of independence and assists the Director and Associate Director of Business Operations and Student Development with developing long and short range operational goals.

DUTIES AND RESPONSIBILITIES

- Allocates charges and credits, assigns account codes, enter payable invoices, and tracks errors and makes appropriate reversals.
- Audit procurement-cards’ transactions and financial statements.
- Assist yearly procurement-cards auditing procedures: review and verify accounts for accuracy to ensure audit trail requirements are being met and appropriate documents have been obtained.
- Make telephone contact with vendors to discuss vendor setup, shipping documents, and/or payment status.
- Communicate with department staff to discuss topics such as account balances, payment status, document errors, and purchase requests. Such contact may be by telephone or in person.
- Reconcile individual accounts, deposits, and invoices (monthly).
- Reconcile monthly bank statements.
- Consolidate all financial reports and statements, including internal income statement, monthly Cognos reports etc.
- Manage and archive fiscal year-end documentations.
- Support general office activities.
- Other duties as needed.

EXPECTATIONS
To maintain any valid certifications that is required of your position if applicable.

TYPICAL WORKING HOURS
The administrative suite operates Monday through Friday from 8am to 5pm. The Accounting Assistant will work 15-20 hours per week based on their schedule. There may be more hours required during monthly closing period, typically 7th - 15th of each month.

WORKING CONDITIONS

- Majority of work will take place in an office setting utilizing a computer at a desk.
- Some minor lifting with organization of files.

MINIMUM QUALIFICATIONS

- Maintain minimum enrollment (6 credits for undergraduates, 5 credits for graduates) for three out of four terms in the year
- Minimum 2.0 undergrad (3.0 graduate) grade point average and maintain good academic standing throughout employment
- Commitment to Campus Rec mission, vision, values, and diversity statements
- Positive attitude
- Ability to respond to emergency situations
- Good communication skills
- Ability to work with people
- American Red Cross First Aid/CPR/AED certification within 30 days of hire for any employee who works within the Rec Center gated entrance and/or supervises activity areas or excursions.
- **Must successfully complete a background check**

PREFERRED QUALIFICATIONS

- Accounting or Finance major (BA211 and ACTG 381 are preferred)
- Balance academic and other life responsibilities with position
- Experience working with diverse populations
- Experience working with database software and Office applications
- Demonstrated attention to detail and strong analytical skills

TO APPLY

1. Complete our [Campus Rec Application](https://www.pdx.edu/careers), a [resume](https://www.pdx.edu/careers/writing-resume), and a [one-page cover letter](https://www.pdx.edu/careers/writing-cover-letter) describing your interest in the position and any related experience.
   - See [https://www.pdx.edu/careers/writing-cover-letter](https://www.pdx.edu/careers/writing-cover-letter) for tips on how to write your cover letter
   - See [https://www.pdx.edu/careers/writing-resume](https://www.pdx.edu/careers/writing-resume) for tips on how to create a resume.
2. Email **application, resume, and cover letter** (and any supplemental materials) as **PDFs** to crecjobs@pdx.edu with the subject line stating "**POSITION NAME, last name.**"

3. You will receive a confirmation email that we have received your application within one week.

If you need accommodations in filling out this application, please contact the Campus Rec Administrative Program Assistant at 503-725-2946 or ckwong@pdx.edu

*Portland State University is an Affirmative Action, Equal Opportunity Institution and welcomes applications from diverse candidates and candidates who support diversity.*

**DEADLINE FOR SUBMISSION:** Friday, March 26, 2021 @ 5:00pm