UC Finance - **Audit Assistant**

**Department:** James R. Connor University Center – Finance Department

**Reports to:** University Center Financial Specialist

**Hours per week:** Approx 6-10 hrs per week, M-F. Possibly more according to work load. Flexible scheduling during business hours.

**Semesters required:** This position is active all year round with flexible Winter and Spring break coverage.

***High Impact Practice –*** By incorporating classroom learning into hands-on work experiences as well as providing supervision and coaching, students gain the necessary tools to grow and contribute as professionals. This engagement leads to increased rates of retention, graduation, and job placement.

Position Summary

Ever wonder what University Center is like behind the scenes? Do you like numbers? Are you someone who likes to be organized to the last detail? Are you good at writing notes and instructions so others can understand them without you present? Are you independent and reliable? Would working for one tiny finance office belonging to a public entity interest you?

If so, apply for the UC Audit Assistant position!

Employees in this position perform basic auditing tasks which include organizing/auditing incoming credit card statements and supporting documentation as well as preparing, processing, and verifying reconciliation reports. Duties and requirements include those listed below and others as assigned.

Tasks (and Corresponding LEAP Essential Learning Outcomes)

*Intellectual and Practical Skills*

* Auditing Procurement Card and Travel Card Bank Statements (60%)
  + Collects, organizes, and reconciles biweekly department credit card statements confirming all required supporting documentation is present.
  + Communicates with vendors & card owners to resolving purchase discrepancies or missing documentation.
  + Reviews credit card statements for possible fraud or misuse.
  + Cooperates with campus auditors during UC account reviews and assists when necessary.
  + Upholds FERPA rules and maintains the confidential nature of Personally Identifiable Information.
  + Maintains an awareness of local, national, and global current events affecting credit card security.

*Integrative & Applied Learning*

* Auditing & Reporting - General (30%)
  + Updates and delivers departmental comparative analysis reports on a monthly basis.
  + Coordinates with UC Finance to audit departmental deposits and identify any errors.
  + Navigates the WISDM system to complete various ledgers and confirm the processing of invoices and other transactions.
  + Maintains, edits, and creates detailed Excel spreadsheets to log various financial and audit tasks.

*Personal and Social Responsibility*

* Office & Administrative Support (10%)
  + Serves as point-of-contact for UC procurement card owners regarding purchase card questions.
  + Assists in the interviewing and hiring process for any new UC Audit Assistants.
  + Maintains the security of the office and its files at all times.

*Knowledge of Human Cultures and the Physical and Natural World*

* Optional Professional Development Opportunities ( - %)
  + Participates in professional development opportunities available to UC student Employees through the T.R.A.C.K. program, University Center committees, event assistance, and other options.

Essential & Preferred Qualifications

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| Minimum Qualifications | Preferred Skills & Qualifications |
| * Must pass a pre-employment criminal background check. * Must be a registered UW-Whitewater student * 2.0 GPA or higher * Must have a minimum 3 semesters remaining before expected graduation date. * Must be available all year round. Summer and Winter break will have flexible scheduling. * Must be able to work in a space-limited office, sometimes in close quarters with 3 or more individuals. * Both Work Study and Regular Pay candidates are accepted. | * Previous Microsoft Office (Word, Excel) experience is beneficial but not required. * An ability to maintain confidentiality of records and personally identifiable information. * An ability to be self-motivated with little supervision. * An ability to communicate confidently through occasional difficult topics, all carried out with a level of professional customer services. |

*UW-Whitewater is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all qualified UW-Whitewater students to apply.*

**Contact Information**

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