

## UC Finance - **Financial Assistant**

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

**Reports to:** University Center Financial Specialist

**Hours per week:** Approximately 7-12hrs/week, M-F, consisting of a minimum of 2-3 mornings starting at 7:45am.

**Semesters required:** This position is for both Fall and Spring semesters. Winter and Spring break hours may be required pending current student employee coverage.

**Starting Wage:** \$8.25 per hour

**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

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Ever wonder what the University Center is like behind the scenes? Ever wonder about the finances it takes to run one? Do you like numbers? Counting? Problem solving the day-to-day mysteries of money? Would working for one tiny Finance office belonging to a public entity interest you?

Employees in this position perform basic bookkeeping, accounting, and administrative tasks related to University Center activities. Duties and requirements include those listed below and others as assigned.

### Tasks (and Corresponding LEAP Essential Learning Outcomes)

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#### ***Intellectual and Practical Skills***

- Prepares & Processes Deposits (60%)
  - Prepares and provides departmental cash bags
  - Receives, verifies, and reconciles cash reports and reports of sales
  - Prepares returned revenues for deposit with UW-Whitewater Cashiers Office
  - Maintains security of the office and cash funds at all times
- Demonstrates good time management by arriving to work on time

#### ***Integrative & Applied Learning***

- Audits & Reports (25%)
  - Handles cash and cash related documentation, balances contingency fund, and records deposits and commission data into ledgers
  - Completes monthly audits of cash reports and verifies WISDM deposits
  - Processes transfer requests of department expenditures from credit card purchases
  - Prepares Revenue & Expense Correction/Transfer forms
  - Researches processing problems or refers complex matters to the UC Financial Specialist for a solution
  - Completes detailed work of procurement card reconciliation, AR report development, and other UC-Audit related functions
- Lives the UC brand image through the 6 Keys of Exceptional Customer Service
  - *Smile and Greet, Appearance, Competence/Knowledge, Communicate, Go the Extra Mile, Say “Thank You” and “You’re Welcome”*

### ***Personal and Social Responsibility***

- Office & Administrative Support (10%)
  - Organizes and files paper and electronic documents for long-term recordkeeping
  - Answers phone calls, greets visitors, distributes financial documents, and completes other clerical functions
  - Communicates effectively with departments to expedite financial processing and resolve any problems, responding to inquiries by telephone or in writing
  - Evaluates and improves current existing office procedures and creates new ones when needed
  - Assists in ordering, care, and maintenance of office equipment, supplies, and inventories
  - Performs miscellaneous job-related duties as assigned
- Evaluates, updates, and implements current office procedures

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

- Professional Development Opportunities (5%)
  - 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 opportunities
- Works collaboratively with UC departments

### **Preferred Skills and Qualifications**

- Previous cash handling and Microsoft Office (Word, Excel) experience is beneficial, but not required
- Ability to make accurate numerical calculations and financial entries in a timely manner
- Ability to maintain confidentiality of records and personally identifiable information
- Ability to take initiative and be self-motivated
- Ability to communicate tasks clearly and coordinate with coworkers not seen on a daily basis

### **Minimum Qualifications**

- Must pass a pre-employment Criminal Background Check
- Must be a registered UW-Whitewater student
- Must maintain a 2.0 GPA or higher
- Must have a minimum 3 semesters remaining before expected graduation date
- Must be available Fall and Spring Semester (Summer and Winter semester may be required pending current coverage)
- Must be able to work in a space-limited office, sometimes in close quarters with 3 or more individuals
- Must be able to handle and sort physical currency and coin

*Both Work Study and Regular pay candidates will be considered.*

*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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