

UC Finance - Student Manager

Department: James R. Connor University Center – Finance Department

Reports to: University Center Financial Specialist

Hours per week: Approximately 10-15hrs/week, M-F, consisting of a minimum of 2-3 mornings starting at 7:45am.

Starting Wage: \$9.25 per hour

Semesters required: This position is for both Fall and Spring semesters. Flexible Winter and Spring break hours may be required pending current student employee 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 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 small finance office belonging to a public entity interest you? If so, apply for the UC Financial Student Manager position!

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

Tasks (and Corresponding LEAP Essential Learning Outcomes)

Intellectual and Practical Skills

- Prepares & Processes Deposits (40%)
 - 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 (30%)
 - Handles cash and cash related documentation, balances contingency funds, and records deposit and commission data into ledgers
 - Fully audits contingency funds on a monthly basis
 - Completes monthly audits of cash reports and verifies WISDM deposits
 - Processes transfer requests of UC departmental 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
 - Assists UC Finance Audit Assistants in detail work of procurement card reconciliation, Accounts Receivable report development, and other UC-Audit related functions
- Working Capital Management (5%)

- Assists the UC Financial Specialist in the detail work of Purchase Orders and invoicing for both external and internal vendors
- Tracks and monitors blanket select Purchase Order balances throughout the fiscal year
- Works with the UC Financial Specialist on tracking commissions from external vendors, reconciling advanced WISDM fund accounts, and end of fiscal year preparation
- 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 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
- Management, Coaching, and Training (10%)
 - Assists in overseeing daily office operations and reports progress to the UC Financial Specialist
 - Delegates short-term tasks and long-term projects to UC Financial Assistants, with approval of the UC Financial Specialist
 - Creates Financial/Audit Assistant schedules for the Fall and Spring semesters
 - Trains new employees in accordance to the UC Financial/Audit Assistant position manuals, as well as cross-train current employees on more complex office functions
 - Coaches UC Financial/Audit Assistants through problem-solving activities and regularly provide constructive feedback on task performance
 - Performs miscellaneous management functions as assigned from the UC Financial Specialist
- Evaluates, updates, and implements current office procedures

Knowledge of Human Cultures and the Physical and Natural World

- Optional Professional Development Opportunities (5%)
 - Participates in professional development opportunities available to UC student Employees through the T.R.A.C.K. program, Student Leadership Program, University Center committees, event assistance, and other opportunities
- Works collaboratively with UC departments

Preferred Skills and Qualifications

- Previous cash handling, auditing, Microsoft Office (Word, Excel), and management 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

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

Miguel Aranda

University Center Financial Specialist

James R. Connor University Center, Room 242

University of Wisconsin-Whitewater

Office: 262.472.1177

Email: ucfinance@uww.edu

Updated 2/11/19