



Operations Student Assistant Position Summary

Job Summary & Purpose

Under the direction of the Associate Finance & Operations Analyst (AFOA), this entry-level position supports and assists the AFOA and business office staff by performing basic operational tasks pertinent to the college's mission in the areas of Accounts Payable and general operations. This position often comes into contact with confidential financial information, so the student must possess a high level of ethical standard. The position is hourly and is typically ten (10) hours/week and limited to the weeks of the academic semester. Occasionally, hours may be offered to the student during the weeks between the academic semesters.

Expectations

The student who is hired and given the opportunity to serve in this role is expected to uphold the highest of ethical standards and personal conduct as a member of the business office staff of Providence Christian College. The student is expected to:

- Be on-time for his or her shift. If unable to arrive on time, communication of tardiness or absence with supervisor is crucial.
- Dress according to the standards of the business office (no casual wear, including shorts or T-shirts; jeans and open-toed shoes generally discouraged unless approved by supervisor).
- Be a self-starter and always strive to improve on efficiency and optimization of time and resources. Be proactive in seeking additional tasks to support the business office staff when it is slow.
- Use of cell phones or work computers for personal use are not allowed. Visits from friends during shifts should be kept to a minimum.

Areas of Responsibility

1. Accounts Payable & Accounts Receivable – 70%
 - a. The bulk of this position consists of assisting the AFOA with Accounts Payable (bill paying) and the Business Manager with receiving and processing donations and other receivables.
 - b. Be trained and proficient in Providence's invoicing and expensing software, SAP Concur.
 - c. Assist with organizing, digitizing, and archiving paper files and records into electronic database of payables and other documents. Carefully handle confidential financial information.
 - d. Coordinate business office communications with staff and faculty on AP reporting deadlines.

2. Other Business Office Tasks – 30%
 - a. Maintain cleanliness of the reception desk/business offices by dusting and removing trash and clutter.
 - b. Manage Google Calendar for events.
 - c. Track office supplies and inventory and assist with purchasing of supplies.
 - d. Assist the AFOA with other duties as required.

Physical Demands

- Requires prolonged sitting and frequent standing and walking up and down stairs.
- Must operate computer and all related office equipment.
- Requires normal range of speaking, hearing, and eyesight.
- Must be able to communicate in English.
- May need to lift files or boxes weighing up to 25 pounds.