Eastern Washington University
Student Life Accounting

Job Description: Fiscal Specialist 1

BASIC FUNCTION

Under the supervision of the Fiscal Analyst 4, process manual or automated fiscal documents, reports and records; compute, reconcile, adjust, review and enter financial and statistical data to maintain accounting records. This position will also provide office/clerical assistance and reception support for Student Life, the PUB 320 Suite, Student Life Accounting and the Dean of Students. The position will represent the Student Life mission, goals and interests at all times.

DISTINGUISHING CHARACTERISTICS

Under the supervision of the Fiscal Analyst 4, perform detailed fiscal work such as Club Funded Accounts, payroll, travel, purchasing, administrative support, report and memo writing and other tasks as assigned.

DUTIES INCLUDE

Monitor Club Funded Accounts. Assist students in accessing funds, making deposits, writing checks, generating a reimbursement and making sure the fund is always in balance. Run monthly reports for all club funded accounts.

Invoice advertisers for weekly issues of The Easterner. Using QuickBooks, run monthly statements for advertisers and prepare accounts receivable summary for monthly meeting of the Board of Student Publications.

Provide superior customer service internally and externally through assisting clients on the phone and those who walk into the PUB 320 Suite.

Process payroll for most Student Life units by preparing timesheets twice a month and processing timed reports for payroll department.

Sort and file documents, establish and prepare new files/categories within established filing systems, enter data into electronic files, remove/log materials, maintain status and file reports.

Apply strong computer skills to a variety of applications and projects.

Extract and compile statistical data from source documents, prepare reports.

Obtain information from club members, and budget heads needed to generate purchase orders, memorandum of agreements, IDPOs, invoice vouchers, travel vouchers, contracts, etc.

Encumber to the appropriate budgets, memorandum of agreements, purchase orders, IDPOs, A-19s, invoices and receipts from a variety of vendors.
Review and verify assigned fiscal reports for accuracy; investigate and correct errors to ensure compliance with established procedures and policies. Prepare and mail monthly reports.

Communicate all concerns regarding the overspending or inappropriate expenditures of budgeted funds to the responsible person/persons. Immediately notify your supervisor of any problems pertaining to budgets as well as other aspects concerning the smooth running of the Student Life Accounting Office.

In the absence of the Fiscal Analyst 4, prepare travel documents. Explain the process of advance checks, as well as the university’s travel policies.

Interact with students on a daily basis answering a variety of questions/giving guidance on the proper way to access the money in their budgets for ASEWU approved expenditures.

Order supplies as necessary.

Assist with maintaining office equipment.

Meet with supervisor once a month for one on one; attend other meetings as required/requested.

Provide office/clerical assistance and reception support for Student Life, the PUB 320 Suite, Student Life Accounting and the Dean of Students. May receive assignments and/or requests for assistance from the Assistant to the Dean.

Perform other related duties as required.

Revised 10/05/07