

UAA STUDENT FISCAL ASSISTANT

Undergraduate Academic Affairs (UAA) shapes, advances and stewards a world-class undergraduate academic experience for students at the University of Washington. Staff, faculty and students in UAA deepen and enrich the learning experience for all undergraduates, recognizing and supporting the unique learning path of each individual student and the commitment of each academic program to excellence in learning and teaching.

UAA's Administrative team includes Financial Managers, Fiscal Specialists, and Human Resource staff that provide fiscal and human resources support to the departments within UAA.

At the University of Washington, diversity is integral to excellence. We value and honor diverse experiences and perspectives, strive to create welcoming and respectful learning environments, and promote access, opportunity and justice for all.

As part of our commitment to the student experience, UAA will review each student employee's academic progress via GPA reviews. The intent of these grade checks is to offer our student employees holistic support and connect students to resources and academic support services should the need arise. These reviews will begin after you complete your first quarter of employment. GPA reviews have no impact on your selection for the position or your standing as an employee once you begin employment.

JOB DESCRIPTION

UAA seeks an hourly student fiscal assistant (undergraduate or graduate). The Student Fiscal Assistant position has fiscal and operational responsibilities in support of the program activities that are part of UAA's mission.

RESPONSIBILITIES

Fiscal/Personnel Functions:

- Prepare Ariba-based procurement transactions including payments to individuals (P21), e-reimbursements, non-PO invoices,-catalog ordering and travel expense reimbursements
- Work with program staff to coordinate collecting all paper documentation used as back-up to office purchasing
- Organize procard documentation monthly, working with procard holders to make sure documentation is complete and accurately describes purchases
- Assist fiscal staff with requesting and collecting invoices from UW departments and organizing backup documentation in UAA Admin electronic records
- Assist with cash and check handling and make deposit from outside sources as directed
- Prepare ad hoc fiscal or personnel reports as needed
- Receive, open and distribute packages for supported programs
- Mail distribution for 274 admin staff
- Other duties as assigned

MINIMUM QUALIFICATIONS:

- Meet minimum enrollment requirements for UW undergraduate or graduate student – desired but not required, background in accounting or other financial area
- Strong oral and written communication skills
- Excellent attention to detail and ability to check work for accuracy
- Comfort with, and aptitude in working with numbers

- Strong organizational skills with an ability to prioritize, multi-task and work with frequent interruption
- Proficiency with Microsoft Office products, especially Excel, SharePoint and Teams
- Excellent customer service skills manifested in an ability to interact politely and respectfully with internal customers (program staff and student employees) and external customers (other UW units and visitors)
- Comfortable working with a diverse population in groups and individually
- Dependability in attendance and in completing projects
- Ability to commit to approximately 15 hours/week during the academic year, with a possibility of similar hours extending through summer

LEARNING COMPETENCIES:

Undergraduate Academic Affairs hopes to provide student employees with a meaningful work experience. Some intended learning competencies that will be developed in this position include:

- Customer service and interpersonal skills
- Experience working in a professional environment interacting with executive staff
- Resourcefulness and the ability to synthesize information
- Time management and the ability to plan, organize and prioritize work
- Building and fostering collaborative relationships in a diverse workplace
- Knowledge of UW financial and procurement systems
- Developing skills in bookkeeping, audit, compliance and reconciliation
- Increased aptitude with Microsoft Office products

SUPERVISION:

This position will report to the Finance Director overseeing the fiscal area.

JOB HOURS AND PAY RATE:

15 -19.5 hours/week M-F, \$17.27/hour

Work hours will be scheduled at times that are mutually agreeable and during the normal work hours of 8:00am-5:00pm, Monday through Friday. The schedule is based upon workload, the student's class schedule and other academic responsibilities. Ideal candidates will be able to work through the current academic year, with the possibility of the position continuing longer. During academic breaks, hours can increase if there is a business need. Job location is in Mary Gates Hall. This position is work study eligible.

HOW TO APPLY:

Please apply via [Handshake](#) to Job # 7061706 by **October 12, 2022 by 5 pm**.