ASSOCIATED STUDENTS
CAL STATE EAST BAY

Associated Students, Inc., California State University, East Bay, 25800 Carlos Bee Blvd. UU 314, Hayward, CA 94542 Customer Service: (510) 885-4843 Fax: (510) 885-7415 visit: www.asicsueb.com

ACCOUNTING ASSISTANT JOB SUMMARY

The CSU East Bay Associated Students Inc is a diverse, supportive, and team driven workplace. We are now looking for a part time accounting assistant to perform daily accounting tasks that assist our Budget Analyst to manage the daily operation.
The Accounting Assistant will manage data through excel spreadsheet and generate the reconciliation reports regarding to daily Baycard sales, inventory in and out, and campus event vouchers. If you are studying in East Bay and are interested in gaining work experience in accounting field, we'd like to meet you in ASI office.

Job Responsibilities and Duties

- Must be a junior student and must be studying Finance or Accounting.
- Knowledgeable in processing invoices for payments.
- Organize the accounting documentation system such as be able to file documents and scan invoices in order.
- Be proficient in using Excel Spreadsheet and Microsoft Word.
- Be excellent in verbal and written communication skills.
- Be able to assist with other accounting projects by the Budget Analyst.

Accounting Assistant Qualifications and Skills

- Must be punctual at work.
- Have experience in using copy machine or scanner.
- Be able to use Excel to manage accounting data.
- Be able to use Word to create office documents.
- Be comfortable answering phones and taking notes.
- Have polite work attitude when taking with others in the office.

Work Schedule

Monday through Friday between 9am-5pm. We can be flexible to student's class schedule to set a fixed work schedule about 20 hours a week.

Posting Date: 6/15/2018
Closing Date: 8/13/2018

If you are interested in applying for this part time accounting assistant position, please send your resume directly to Doris Lagasca (E-mail: doris.lagasca @csueastbay.edu) before the closing date. We' re looking to work with you as a team here! Thank you!

"Students working for Students!"