

**University Commons and Student Activities
Student Staff**

Secretary (*bookkeeping*)

Primary areas of responsibility

1. Maintain accurate and timely records of departmental expenditures.
2. Reconcile Ledgers.
3. Provide general office support.

Specific duties and responsibilities

1. Assist with receiving, verifying and posting incoming charges and credits to appropriate departmental ledgers. Work with Controller's Office to resolve any differences between departmental and controller's ledgers.
2. Keep correct records of Pcard purchases and reconcile them to monthly statements.
3. Assist with preparation of yearly federal reports and perform other duties as required.

Selection Criteria

- | | |
|------------|--|
| Required: | - Attention to detail
- Ability to follow-up on tasks
- Ability to work accurately |
| Preferred: | - Ability to type
- Accounting/bookkeeping experience |
| Desired: | - Customer service experience
- Involvement in some area of campus life |