Work-study Job Description Form
University of the Incarnate Word

Department: Comptroller

Location: AD 175

Supervisor: Theresa Garza

Supervisor Phone: 210-283-6348

Supervisor E-mail: atgarza@uiwtx.edu

Job Title: Accounting Assistant

Hourly Pay Rate ***(cannot be updated mid-year)***: TBD

How is the pay rate determined? ***(check all that apply)***

☑ Experience ☐ Grade Level ☐ Other:

Purpose/Role of the position:
Assist with accounts in study abroad, high schools, and student organizations

General Length of FWS Agreement: ☐ Annual basis ☑ Semester basis

Job Description and General Duties:
ENTER JOURNAL ENTRIES/ SCAN DOCUMENTS
RECONCILE ACCOUNTS
RUN ERRANDS TO VARIOUS OFFICESON CAMPUS
GENERAL OFFICE DUTIES; COPYING, FILING, PRINTING, ETC.
OTHER DUTIES AS ASSIGNED
****MUST MAINTAIN CONFIDENTIALITY REGARDING INFORMATION & FILES****

Special Skills:
DEPENDABLE, HIGHLY MOTIVATED, GOOD ORGANIZATION SKILLS
PROFICIENT IN WORD AND EXCEL; WORKING KNOWLEDGE IN BANNER
GOOD ATTITUDE AND INITIATIVE; GOOD COMMUNICATION SKILLS
STRONG ATTENTION TO DETAIL
ABILITY TO COMPLETE TASKS WITH LIMITED SUPERVISION

Community Service- Does this position perform any job duties that support the creation or execution of community service opportunities and/or events? – YES ☐ **NO** ☑

Supervisors: Please indicate if employee will be required to lift, stand for extended periods of time, wear closed shoes, uniforms, protective eyewear, etc.