

**Work-Study Job Description Form  
University of the Incarnate Word**

**Department:** Comptroller

**Location:** AD 180

**Supervisor:** Amy DeAtley

**Supervisor Phone:** 210-283-6339

**Supervisor E-mail:** amoczyge@uiwtx.edu

**Job Title:** Accounting Assistant

**Hourly Pay Rate(s):** TBD

**How is the pay rate determined, if multiple rates are indicated? (check all that apply)**

Experience  Grade Level  Other:

**Purpose/Role of the position:**

Assist Accounting Manager for Professional Schools

**General Length of FWS Agreement:**  Annual basis  Semester basis

**Job Description and General Duties:**

Assist accountant with various tasks such as reconciling accounts and bank reconciliations.

Entering journal entries and scanning documents.

Create and update spreadsheets in Excel.

Run errands to various offices such as Business office, accounts payable, purchasing, post office, etc.

General office duties, such as copying, filing printing, etc.

Other duties as assigned.

\*\*\*\*MAINTAIN CONFIDENTIALITY REGARDING INFORMATION & FILES\*\*\*\*

**Special Skills:**

Dependable and highly motivated.

Proficient in Microsoft Word and Excel.

Good attitude and initiative.

Strong attention to detail and customer service oriented.

Ability to follow written and verbal instruction and complete tasks as assigned with limited supervision.