

POSITION DESCRIPTION

Position Title: Accounts Payable Student Assistant
Department: Tower Foundation of San José State University
Reports To: Accountant and Procurement Coordinator
Salary: \$18.00 per hour
Exempt Status: Part-Time, Non-exempt, Non-benefited (20 hours per week)
Posting Date: October 3, 2024

Location and Contact Person:

University Advancement, Clark Hall, 300 – **Contact: Amanda Shavers at (408) 924-1170 or amanda.shavers@sjsu.edu**

Hours:

20 hours per week in the office (flexible).

Job Summary: The primary reason for this position is to support the Accounts Payable team at Tower Foundation of SJSU by providing entry-level accounting support to the day-to-day operations of the Finance Department. This is a great opportunity for someone looking to get their foot in the door for a career in accounting.

Duties & Responsibilities:

- Providing general support to the Accounts Payable Department such as reviewing invoices, travel claims and check requests to ensure proper receipts, documentation, and proper authorization has been provided (35%).
- Copying and filing documentation as required, to ensure adherence to retention policies (15%).
- Purchase order and requisition processing, including documentation of and communication of any discrepancies to the Accountant and Procurement Coordinator (35%).
- Data entry utilizing Excel and DocuSign (10%).
- Providing support to the Front Desk such as greeting guests, answering phones as needed (5%).

Job Requirements:

- Must be available to work in our office, 20 hours per week.
- Proficiency in Microsoft Excel, Word, and Internet Explorer.
- Knowledge of financial record-keeping methods, procedures and practices, arithmetic and general office procedures.
- Ability to review financial documents for accuracy, completeness, validity, and adherence to standards.
- Able to meet deadlines and targets.
- Must be detail oriented, possess the ability to work cooperatively with staff and other students, and communicate with individuals at all levels of the organization.

Preferred: Current San José State student majoring in Accounting or Business Administration. Experience in accounts payable preferred.