

**FEDERAL WORK STUDY JOB DESCRIPTION
COX COLLEGE
1423 N JEFFERSON
SPRINGFIELD MO 65802**

JOB TITLE: Business and Finance Assistant

DEPARTMENT:
Business/Finance

REPORTS TO: VP-Business & Finance

RATE OF PAY: \$9.50/hour

LENGTH OF EMPLOYMENT

The student will be allowed to work in the Federal Work Study program until their funds have been exhausted for the current fiscal year or until they resign or have been terminated for disciplinary reasons.

JOB SUMMARY/PURPOSE

Under general supervision, performs clerical and general office functions for the Finance Department.

PRIMARY RESPONSIBILITY

Data entry and accuracy is a key element in providing timely communication to prospective, current, and former students in regard to the following key areas:

- Ongoing organizing and filing of certain accounting related documents
- Register operation in Store as needed
- Front Desk coverage as needed
- Assisting with mass mail projects as needed.
- Assisting with special projects as assigned.
- Watching for data inconsistencies and/or duplications

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Use the Excel, MBS POS, CAMS, and Microsoft Word computer systems and other programs at a proficient level.
- Have an attitude of service and be able to work with others on the Finance team.
- Maintain an up-to-date knowledge of the workings of the Finance Department.
- Ability to learn the general procedures and approach used by the office.
- Ability to remain focused and do accurate work for long periods of time.
- Ability to be dependable, responsible, punctual, and organized.
- Maintain confidentiality.

See §675.18 Federal Work Study Regulations
Rev. 06/15/2009