AS Business Office Work Study

Reports To: AS Business Director

State Reimbursement Rate: 60%

State Job Classification Code: 390 - Other Professional, Paraprofessional, and Technical

Position Requirements: Must be eligible for WWU student employment. Additional qualifications listed below.

Wage: Student employee wage classification 2, beginning at $8.85 per hour. Actual wage depends on qualifications and experience.

Period of Employment: Position lasts from fall to spring quarter

Work Schedule: 10-15 hours per week; flexible around class schedule

About the Department
The AS Business Office is responsible for facilitating the day-to-day financial operations of the AS, approving expenditures, managing program and club accounts, and advising the AS Board of Directors on all financial matters of the organization.

AS Employment Responsibilities
• Serve the membership of the Associated Students in a professional and ethical manner by:
  o Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
  o Attending AS staff development events as assigned.
  o Being knowledgeable of the AS organization and its general operations.
  o Serving on search committees as designated by the AS Personnel Director.

• Ensure the legacy of this position by:
  o Working with supervisor and Personnel Director to revise and update position job description.
  o Developing and maintaining a legacy document as required by the AS Employment Policy.

Position Responsibilities
• Serve as a financial information resource for clubs and offices by:
  o Be available to assist them with financial matters
  o Establish and maintain 10 office hours per week determined by work study offer
  o Work in conjunction with the AS Business Director in interpreting Associated Students fiscal policies as they apply to expenditure of AS Funds
  o Provide Budget Authority training
  o Updating, revising, and publishing the Budget Authority Guide
  o Updating and revising the Budget Trackers
  o Improving and enhancing office processes and procedures
• **Ensure smooth financial operation of Club Activities and AS Programs and Offices by:**
  - Coordinate and work closely with the Viking Union Finance Office on all processes and procedures
  - Sort Expenditure Requests, Petty Cash Vouchers, and Transfer of Funds forms
  - Update Business Office webpage regularly with relevant resources and information
  - Assist the AS Business Director and the AS Assistant Business Director with various special projects that enhance day-to-day operations
  - Performing other duties as assigned

• **Contribute to the improvement and enhancement of the overall AS organization by:**
  - Recommending improvements and/or changes to AS Fiscal Policies to the AS Business Director
  - Updating and revise all E-sign forms as needed
  - Updating and revise Budget Center

**Minimum Qualifications**

- Maintain a minimum credit load throughout term of position of 10 credits for undergraduates and 8 credits for graduates
- Maintain a minimum of a 2.00 cumulative grade point average
- Ability to complete the entire term of the position
- Must possess a valid work-study award

**Preferred Qualifications**

- Background and/or interest of budgetary processes
- Organizational and time management skills
- Ability to communicate and work effectively with a wide variety of people
- Ability to work independently and responsibly
- Ability to work collaboratively with multiple people and organizations
- Ability to work within deadlines and problem solve
- Ability to work flexible hours
- Basic knowledge of department and position specific responsibilities

**Application Process:**

All Associated Students hiring is done through the AS Personnel Office web-site ([http://as.wwu.edu/personnel/](http://as.wwu.edu/personnel/)) or the Student Employment web-site ([http://www.finaid.wwu.edu/studentjobs/](http://www.finaid.wwu.edu/studentjobs/))

Please submit your application, resume, and cover letter detailing your qualifications. **Incomplete applications will not be considered.**

*The Associated Students is an Equal Opportunity Employer*

*Job Descriptions are subject to change in accordance with the AS Employment Policy*