**Accounting Aide 2**

Accounting Aide 2, working under direct supervision, duties may include, but are not limited to:

* Filing (e.g. daily and weekly invoice filing)
* Assisting with the processing of daily mail
* Typing various documents (e.g. memos, reports, forms)
* Computer Input
* Assisting with accounting software and spreadsheets
* Answering and responding to phone calls from employees, donors, and/or other individuals.
* Reviewing travel reports and maintaining files
* Helping audit and verify invoices
* Helping monitor statement balances
* Performing other related duties as assigned or required.

This position will report to *insert department* and *insert title of supervisor/manager.*

This position will work a maximum of 19 hours per week based on availability. This position will typically work weekdays during the hours of 8 am to 5 pm.

Required Qualifications:

Applicants must have good computer skills with the ability to type or keyboard, perform data entry, and prepare documents.

Applicants must be familiar with Microsoft Suites.

 Applicants must be able to file documents both physically and electronically.

Applicants must be reliable, responsive, willing to take direction and follow guidance.

Applicants must have a professional demeanor and the ability to effectively communicate with a diverse population via phone or in person.

Applicants must be detail oriented and able to enter data and prepare documents with accuracy.

Applicants must be able to work with others at all levels, have a professional demeanor, excellent interpersonal skills, strong oral and written communication skills, and emotional intelligence.

Applicants must be able to manage conflict, collaborate and work effectively both independently and as a member of a team.

**Preferred Qualifications:**

General knowledge of accounting procedures is helpful, but not required.

**Student employees are subject to EWU’s employment Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect your employment on campus, even if the conduct occurs beyond the scope of your job responsibilities.**

**All new employees must comply with EWU immunization Policy 602-02 and provide proof of immunity or vaccination to MMR and proof they are fully vaccinated before beginning work at EWU. Waivers for the immunization requirements are available for medical or sincerely held religious beliefs.**

 **This position, during the course of university employment will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults or children under the age of 16. The offer of employment is contingent upon successful completion and passing of a background check prior to beginning employment.**

**Salary Range B**