

JOB TITLE:	FINANCE OFFICE WORK-STUDY POSITION
Department:	Finance Office
Location:	Peters Commons
Supervisor Name:	Nicole Kruser
Supervisor Phone Number:	
Supervisor Email:	nkruser@dbq.edu
Duties and Responsibilities:	• Finance Office Work-Study Position • The Finance Office is seeking a dependable student employee to work 5–10 hours per week. • Job Responsibilities may include: • General office filing and organization • Preparing and posting journal entries • Assisting with monthly account reconciliations • Completing specialized projects and other office tasks as assigned • Preferred Qualifications: • Accounting major preferred • Completion of or current enrollment in Intermediate Accounting • Strong attention to detail and organizational skills • Ability to maintain strict confidentiality • Ability to work independently and manage assigned responsibilities effectively • This position provides an excellent opportunity for students to gain practical accounting and finance experience in a professional office environment. • •
Classification	None
Purpose or Role within the Organization:	
Rate of Pay:	Minimum Wage
General Qualifications:	Must be enrolled at least half-time.
Length of Employment:	Beginning of the fall semester to the end of the spring semester.
Evaluation	
Procedures & Schedules:	None

Affirmative Action/Equal Employment Opportunity Employer. For more information regarding the Jeanne Clery Act, please go to <https://www.dbq.edu/SafetySecurity/JeanneCleryAct/>