

FINANCE ASSISTANT (PAYROLL)

Campus Recreation exists under the Department of Campus Life and is located in Lee Hall. The Campus Recreation division provides a variety of programs and services for Students, Faculty and Staff through Intramural Sports, Open Recreation, Sports Clubs and Recreational Organizations, Special Events, and Instructional Programs. The division accommodates over 40,000 participants annually. The area of Campus Recreation is led by the Assistant Director of Campus Life for Intramurals and Recreation with a student staff in excess of 47 individuals.

Employing in excess of 47 students and using three different payroll systems, the responsibilities of the payroll clerk are crucial. The system used to pay students in Campus Recreation depends on various time sheets. Each payroll system utilizes its own time sheet and therefore organization of the sheets is very important. Compiling a database on a computer using Microsoft Excel is very important to ensuring the efficiency and accuracy of the payroll reports. This is a brief overview of what the Payroll Clerk would be expected to do and listed below are concise responsibilities that are expected to be adhered to.

Requirements:

1. As part of the hiring process, each employee is required to attend a mandatory orientation session which is not paid. These sessions will be beginning the first week school is in session in August.

Responsibilities:

1. Arrive on time. The position is 12 to 15 hours per week.
2. Enforce all facility policies, rules and regulations.
3. Conduct all financial matters in accordance with the regulations stipulated by Oswego State Student Association contract.
4. Responsible for the reviewing of employee time sheets, and the tabulation of the three payrolls.
5. Assist in the completion all invoices for Facility Reservation and follow up on payment.
6. Responsible to complete all payroll paperwork and submit to appropriate offices.
7. Answer students' questions regarding payroll, direct deposit, and pay schedules.
8. Assist with monthly expenditure, account balance and quarterly reports.
9. Assist with all deposits to Auxiliary Services and Campus Life. Complete voucher payments for sports equipment as needed.
10. Assist with the preparation of the Budget and present the budget in front of the Senate Finance Committee.
11. Assist with one special event per semester.
12. Complete voucher payments for sports officials as needed.
13. Assist in other duties as assigned.
14. Appointment dates run 8/29/11 through 4/27/12 and limited hours through the end of finals to complete payroll.

Qualifications:

1. Must be a mature individual and independent worker.
2. Must be in good academic standing and be able to demonstrate the ability to work and succeed academically.
3. Good interpersonal skills.
4. Must be extremely organized and have good time management skills.
5. Business Major with a strong math background recommended.
6. Knowledge of Microsoft Excel program.