

## FINANCE ASSISTANT (PURCHASING)

The area of Campus Recreation exists under the Department of Campus Life and is located in Lee Hall. The Intramural and 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 Intramurals and Recreation is led by the Assistant Director of Campus Life for Intramurals and Recreation with a student staff in excess of 47 individuals.

With the high number of student participants utilizing Lee Hall and the programs it has to offer, sports equipment becomes worn and needs replacement. The Finance Assistant will be expected to get price quotes from equipment manufacturers and if the price is right, to fill out a purchase order and get it approved so the new equipment can be purchased. Also, every year there is a budget for Lee Hall and at the end of every fiscal year, the budget needs to be revised and re-calculated. The Finance Assistant will be required to aid the Assistant Director of Campus Life and Finance Assistant (Payroll) in revising a new budget.

### **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 14 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 University Student Association contract.
4. Provide the Director of Campus Recreation with monthly expenditure and account balance reports.
5. Provide quarterly reports.
6. Responsible for getting price quotes for equipment; complete purchase vouchers and assist with inventory.
7. Responsible for making all deposits to the proper financial institution.
8. Responsible for picking up all equipment from area vendors.
9. Assist with the preparation of the budget and present the budget in front of the Senate Finance Committee.
10. Assist with one special event per semester.
11. Appointment dates run 8/29/11 through 4/27/12.
12. Assist in other duties as assigned.

### **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.