



**OSWEGO STATE
CAMPUS RECREATION**

Finance Assistant (Purchasing)

Location: Campus Recreation
Supervisor: Campus Recreation Director
Type of Job: Part time temporary service position and/or work study available

PRINCIPLE FUNCTION

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

- As a part of the hiring process, each employee is required to attend an orientation session the last weekend before classes start, which is not paid.

RESPONSIBILITIES

- Arrive on time. The position is 12 to 14 hours per week.
- Enforce all facility policies, rules and regulations.
- Conduct all financial matters in accordance with the regulations stipulated by Oswego State University Student Association contract.
- Provide the Director of Campus Recreation with monthly expenditure and account balance reports.
- Provide quarterly reports.
- Responsible for getting price quotes for equipment; complete purchase vouchers and assist with inventory.
- Responsible for making all deposits to the proper financial institution.
- Responsible for picking up all equipment from area vendors.
- Assist with the preparation of the budget and present the budget in front of the Senate Finance Committee.
- Assist with one special event per semester.
- Assist in other duties as assigned.

QUALIFICATIONS

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

(revised 4/10/18 JAM)