

**Title:** College Assistant/Data Entry/Front Desk Personnel

**Department:** Campus Activities Office

**Location:** Lehman College

**Full/Part-time:** Part-time

**Salary:** \$15 an hour (20-25 per week)

**Date Posted:** August 6, 2019

### **Job Description**

Under the direct supervision, performs light bookkeeping/data entry, clerical, and sub professional work of ordinary difficulty and responsibility related to accounting in the related entities. Perform clerical and daily office operations. Provide quality services in a respectful, courteous and professional manner. Such work may be performed utilizing computers and related technology.

### **General Work Tasks**

- As instructed, filing and maintains financial records of contracts, appropriations, allocations, authorizations, and payments
- As instructed, examines invoices, claims, vouchers, etc.; verifies documents for accuracy by reviewing supporting data
- Assist in processing invoices, vouchers, claims, statements, bills, etc.
- Perform various calculations and computations, as directed.
- Perform other related duties, such as generating reports and other financial documents, as required.
- Provide information to faculty, students, employees, and the general public.
- Perform clerical and daily office operations.
- Answers telephone calls; screens incoming calls and forwards/refers calls.
- Communicate with other academic or administrative departments or outside agencies to expedite the processing of work.
- Furnish information on the department's rules and regulations, when authorized.

### **Qualification Requirements**

Completion of a High School Diploma or Equivalent, plus

In the process of receiving a B.A or B.S. degree in Accounting

Intermediate experiences in Excel and Word

**Additional requirements**

Excellent Writing and Communication

Administrative Skills

Attention to details

People person

Great follow through skills

Task driven motivated worker

Work independently