Internship - Business Office Assistant

Classification: Part-time, .40 FTE, non-exempt
Hours: Monday–Friday, flexible schedule up to 16 hours per week (possibility for increased hours during summer months)
Reports to: Chief Financial Officer
Purpose: To learn about the financial operations of an independent school and to provide a wide range of accounting and administrative support to the USN Business Office

Responsibilities
- Receive cash and checks for deposit, verify amounts, and check accuracy of transmission of funds forms
- Count currency, coins, checks received, and prepare deposits for bank and/or check scanner
- Enter and post deposits through the Business Office financial system
- Process, record, and deposit checks and cash for accounts receivable related to student billing using the Business Office billing and tuition management system
- Enter charge and credit items to student accounts such as cafeteria, after school and other miscellaneous items
- Answer and respond to parent questions in regards to student and billing account information
- Assist with preparing the student billing system for the new fiscal year; enter and verify data for new and returning students to include the following: payment plans, tuition and fee amounts, and after school plans
- Assist with annual student enrollment contract process
- Assist with reconciliation of accounts receivable and other accounts, as needed
- Answer incoming calls and forward messages to department personnel; assist with filing and office organization, as needed
- Perform other duties as determined by the Chief Financial Officer

Education and Experience Requirements
- High School diploma or equivalent
- Preference will be given to applicants currently enrolled in an undergraduate or graduate level program in a related field. Must be eligible to work in the United States with no limitations.
- Minimum of one-year experience in accounting

Skills and Abilities
- Dependable professional with excellent organization skills, enthusiasm, and a positive attitude
- Strong computer skills with proficiency in Microsoft Word and Excel
- Strong oral and written communication skills
- Eagerness to learn and ability to adapt to change
- Work independently and flexibly in a busy, open, and active environment
- Demonstrate initiative when unsupervised and maintain confidentiality
- Ability to work collaboratively with colleagues and other members of the USN community

6/8/2016