

Title: Graduate Assistantship in Financial Administration

#### Qualifications

Preference for Accounting and Finance Managers

Work Experience: Any experience in accounting, finance or numbers oriented administrative positions.

Monthly stipend: \$750

Start Date: ASAP

Job Duration: We will start with a summer assistantship and then evaluate further employment at the end of the summer semester.

Job Description: Job Tasks will include but are not restricted to:

- Financial Planning and Analysis – Familiarize yourself with the financial projections model, quarterly budget and account review process and keep it updated
- Account Reviews - Reconcile revenues and expenditures, producing summary of monthly accounting activities
- Document and process invoices, receipts and payments
- Organize, file, maintain and updates accounting records
- Communicate and resolves problems with clients and vendors, working closely with University Financial Services and Purchasing departments to complete processing
- Perform/initiate queries, review journal entries, generate and analyze reports
- Familiarity with university financial operations policies and guidelines is desirable
- Competence using accounting software including PeopleSoft Financials and Spectrum Plus, as well as creating and maintaining Excel spreadsheets to effectively organize/analyze budgetary data is a major plus

Work Environment:

- Exciting International Environment
- Opportunity to interact with foreign governments and International donor agencies (World Bank, UN)
- Employees who show promise and make an effort may eventually get the opportunity to help formulate and execute budgets for multinational technical assistance projects
- A great environment to familiarize yourself with nonprofit/university/donor agency/large institution/government management

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