DRURY UNIVERSITY JOB DESCRIPTION

**JOB TITLE:** Financial Services Assistant  
**DEPARTMENT:** Financial Services

**DATE:** February 2, 2016  
**SCHEDULE:** M-F; 6-10 hr/wk

**FLSA:** Non-Exempt  
**REPORTING SUPERVISOR:** Chief Financial Officer

**JOB FUNCTION:**
To assist the CFO and financial staff as needed to complete projects and daily duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**
This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

<table>
<thead>
<tr>
<th>Percentage of Time</th>
<th>Frequency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 30%</td>
<td>Ongoing</td>
<td>Using University’s financial management software, keys in all general ledger batches, edits batches, and posts to general ledger.</td>
</tr>
<tr>
<td>2. 25%</td>
<td>Ongoing</td>
<td>Processes University credit card statements. Prepares summarizing journal entries and keys entries into financial management system.</td>
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<tr>
<td>3. 15%</td>
<td>Ongoing</td>
<td>Scans paper documents, files them properly in electronic storage.</td>
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<tr>
<td>4. 10%</td>
<td>As Needed</td>
<td>Assists CFO and accountants with financial tasks and analysis.</td>
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<tr>
<td>5. 5%</td>
<td>As Needed</td>
<td>Updates schedules of investments and schedules of asset and liability accounts.</td>
</tr>
<tr>
<td>6. 5%</td>
<td>As Needed</td>
<td>Assists financial staff with organization, placement, and removal of archived files in third floor storage.</td>
</tr>
<tr>
<td>6. 5%</td>
<td>May-July</td>
<td>Prepares financial confirmations for the annual audit.</td>
</tr>
<tr>
<td>7. 5%</td>
<td>May-July</td>
<td>Prepares and files internal audit documents.</td>
</tr>
</tbody>
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**MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to type for keying in computer data.
2. Ability to use a computer for general data entry.
3. Ability to use Microsoft Word and Excel.
4. Ability to use a copy machine.
5. Good math skills are necessary to add, subtract, multiply and divide when computing payment amounts and calculating discounts.
6. Must be a regular, full-time day school student, enrolled in at least 12 hours per semester.
7. Must have completed a FAFSA form (Financial Aid) for the current academic year.

**PHYSICAL REQUIREMENTS:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.
WORK CONDITIONS:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.