



ASOC Finance Assistant

ASOC Operations

Spring 2024 - Fall 2025

Duties/Responsibilities: Finance Assistant will help the ASOC Finance Manager on different tasks based on a weekly and monthly calendar.

Weekly tasks include:

- Weekly journals
- Answering emails from the ASOC Finance email
- Scheduling meetings
- Expense reports
- Check requests
- Reimbursements
- Other finance related assignments.

Monthly tasks include:

- Preparing monthly closing

Assignments will vary and will be set based on availability of the applicants. Please note an NDA will be required to take this position if offered.

Qualifications:

Minimum:

- Strong reading & communication skills
- Basic knowledge in Excel and Google sheets
- Ability to take direction and initiative
- Ability to meet deadlines and work independently when needed
- Strong work ethic

Preferred:

- Background in Finance or Accounting. Training will be provided.

Start date: 9/11/2024

End date: 5/10/2025

Work Schedule: 9:30 am through 4:00 pm Monday through Friday

Hours Per Week: 10 hours per week

Starting pay rate: \$17.28 per hour

Work Award: No

To apply, please fill out the [application](#) to mayon@oxy.edu