



## Office Assistant

### *Business Office-Summer*

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#### *Fall 2021*

Duties/Responsibilities: Assist with customer service including answering phones. Enter data on student accounts. Posting invoices to the accounts payable subledger. General office work including filing and other duties/projects as assigned.

Qualifications: Must be organized and take initiative to provide efficient and reliable support. Duties include and are not limited to maintain and update filing records, both physical and electronic, maintain and reconcile reports, and assist with distribution of checks. Must be able to multitask (be flexible) and assist with other projects as needed. Good work habits a must, punctual, dependable. Must dress in "business casual" attire.

**Start date:** Aug 2021

**End date:** May 2022

**Work Schedule:** M-F 9am – 5pm (flexible)

**Hours Per Week:** 8

**Starting pay rate:** \$15.00

