

University Housing and New Students Programs

Fiscal Assistant Job Description

The main responsibility of the Fiscal Assistant is to assist the Fiscal Specialist with budget work relating to the residence hall budgets. These responsibilities include training new staff members in the policies and procedures regarding the residence hall budgets, tracking daily transactions, and auditing the budgets at the end of each month to ensure accuracy.

Specific responsibilities included in the Fiscal Assistant's position are:

- Tracking, recording, auditing and reconciling budgets (Residence Hall, Apartment, RHA, NRHH, RHC, and Assistant Directors.)
- Resolving discrepancies that may arise within budgets
- Following up with and monitoring hall staff and their transactions
- Processing hall vouchers, transfers, check requests, deposits, Visa charges, petty cash requests, charge credits, and auditing for accuracy and compliance
- Meet with Hall Managers to reconcile and balance their account books
- Preparing and presenting a training workshop to new staff members
- Balancing petty cash

The Fiscal Assistant is the contact person for the hall staff when they have questions about hall expenditures, hall accounting procedures, or funding for programs. The Fiscal Assistant must have an understanding of how the residence hall voucher system works and must also recognize its weaknesses to prevent abuse.

Other tasks that the Fiscal Assistant is responsible for are:

- Assisting in budget work for other departmental budgets
- Assisting the Fiscal Specialist with special projects and assignments such as:
 - Auditing UH&NSP timesheets for payroll
 - Researching & problem solving for coworkers
 - Creating forms and reports to help provide better information to users
 - Making copies, filing, drafting memos, running errands, etc.
 - Reconciling the monthly Visa statements
 - Answering phones & other duties as assigned

Required skills:

- General understanding of accounting principles
- Intermediate typing skills
- Thorough understanding of Microsoft Word, Excel, and Access
- Ability to work independently
- Good attendance and attitude
- Good interpersonal communication skills
- Integrity to keep & maintain confidentiality with regards to sensitive information