

**Job Title:** Campus Office Assistant/ Finance Assistant

**Supervisor:** Administrative Assistant/ Campus Administrator

**Employment Terms:** 11 or 12 Months; 19.5 Hours/ Week

(Monday-Thursday 1:00 PM – 4:00 PM)

**Salary Range: FLSA Non-Exempt Hourly** \$15.81 - \$22.65

**Locations:**

**Northwest Campus**

13201 W Grand Avenue  
Surprise, AZ 85374

**Southwest Campus**

500 N Verrado Way  
Buckeye, AZ 85326

**Central Campus**

6997 N Glen Harbor Boulevard  
Glendale, AZ 85307

**Northeast Campus**

1617 W. Williams Drive  
Phoenix, AZ 85027

**Skill Sets:**

- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

**Essential Duties and Responsibilities:**

- Establish and maintain good rapport with staff, students, parents and community.
- Assist the Administrative Assistant and office staff with clerical documentation and reporting needs as needed.
- Handle funds for deposits.
  - Prepares deposits for all campus accounts, may include but not limited to auxiliary, career and technical student organizations, enterprise, donations, tax credit donations.
  - Perform daily input into the receipting system.
  - Reconciles each account separately.
  - May work with the instructor/ student treasurer to verify funds received.
  - Prepares deposits and spreadsheets.
  - Uploaded backup documentation.
  - Deposits to the Bank.

- Collect and verify payroll timesheets and absence sheets to ensure accuracy of completion, obtains proper signatures, and scans to payroll department.
- Input purchase requisitions and track expenditures.
  - Input purchase requisitions.
  - Track purchase orders expenditures.
  - Compare expenditures of purchases by creating monthly purchase order reports in the accounting software system.
  - Track receiving items by collecting packing slips and compare against the purchase orders/ invoice to ensure accuracy of items received.
  - Research discrepancies in received items versus the purchase order.
  - Coordinate any returns or revisions with the vendor or accounts payables.
- Assist with students and student information system.
  - Assist in updating student data into the student information system as requested.
  - Assist students, parents and staff with attendance and grade inquiries.
  - Answer incoming calls and route appropriately.
- Exercise judgement in dealing with confidential information.
- Other job-related duties as assigned.

#### **Knowledge and Skills:**

- Knowledge of basic accounting functions to ensure accuracy of fund reconciliations.
- Knowledge of basic accounting functions for payroll hours in calculations and absence reporting.
- Skill in compiling expense tracking reports through Microsoft Excel.
- Demonstrated working knowledge in Microsoft Office products, i.e., EXCEL, Google Docs, Google Sheets, etc.
- Experience/ knowledge of accounting procedures and accounting software processing, preferably Infinite Visions and In-Touch.
- Knowledge of applicable Federal, State, county and city statutes, rules, regulations, ordinances and district policies and procedures helpful.
- Skill in verbal and written communication.
- Skill in establishing and maintain effective working relations with community businesses, general public, parents and students, co-workers, and other having business with the district.

#### **Qualifications:**

Experience with two years of basic accounting practices and processes. Experience in a school environment helpful. Appropriate education and advance training that relates to this type of work. Working knowledge of Microsoft Office (including Excel), and an understanding of accounting procedures.

#### **Other Requirements:**

- Must possess a current Arizona Driver's License.
- Must be able to pass fingerprint and background checks.

**Evaluation:** This position has a 90-day probation period, plus a yearly evaluation

**Closing Date:** Open until filled

**Start Date:** TBD

**Application Procedure:**

Submit online application: <https://west-mec.edu/employment/>

Include:

- Letter of interest
- Current resume
- Three professional references (names, addresses and phone numbers)

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