Recreational Sports & Fitness
Montana State University

Job Description – Student Accounting Assistant

As an accounting assistant, students are expected to work closely with the Department Business Manager to process and reconcile documents associated with all aspects of the Recreational Sports & Fitness Department. In this role, students will collaborate with other department staff members to maintain an accurate and detailed reporting of budget data. Candidate must have the ability to communicate information in a courteous and efficient manner to members of Recreational Sports & Fitness unit supervisors as well as the MSU community.

To accomplish the duties associated with being an accounting assistant, candidates are required to have the following:

- Organization skills
- Hands-on experience with MS Excel and Word
- Strong attention to detail
- Ability to handle sensitive, confidential information
- Some accounting education
- Excellent written and verbal communication skills
- Ability to multi-task

Excel and Banner will be used in multiple functions throughout the job. They will be used to create spreadsheets for department unit budgeting data, P-Card charges, and monthly payroll for each unit budget supervisor and their branches. Banner will be utilized to reconcile monthly department revenue and expenditure reports.

Working with Recreational Sports & Fitness, you must be able to communicate key messages, promote program activities within the department, establish and maintain goodwill and understanding between Recreational Sports & Fitness, the MSU community and the public.

Typical Work Activities

This role is critical to the operation of the Recreational Sports & Fitness’ budgeting process. You must be able to:

- Operate Fusion software (willing to train) for department point-of-sales
- Perform daily cash/credit card deposits
- Create Excel spreadsheets for department unit budget data entry
- Reconcile monthly payroll, department revenue and expenses
- Perform daily clerical, accounting and bookkeeping procedures
- File invoices, hiring paperwork and payroll information in appropriate binders
- Work under direction and supervision of the department Business Manager
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Application Instructions:

Please send resume, including references, and cover letter to Sharon Melniker at melniker@montana.edu.