

**DEPARTMENT OF JUSTICE
DIVISION OF ADMINISTRATIVE SERVICES
ACCOUNTING OFFICE
FINANCIAL REPORTS UNIT**

NAME:

POSITION NUMBER: 420-023-4870-901

JOB TITLE: Student Assistant

STATEMENT OF DUTIES: Under close supervision of the Accounting Administrator I Supervisor, the Student Assistant will serve in a learning capacity to gain practical experience and acquire knowledge and understanding of the functions, principles, practices, and methods used in the Financial Reports Unit. The Student Assistant will assist with the performance of a wide variety of administrative duties related to the Financial Reports Unit. Duties include researching, reviewing, and providing support on running reports, and doing special projects within the Accounting Office.

SUPERVISION RECEIVED: Directly reports to the Accounting Administrator I Supervisor in the Financial Reports Unit.

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: Ability to sit, type, rotate, and work at a computer workstation to input data and to complete work assignments up to 8 hours per day. Ability to bend and lift files and may be required to move boxes up to 25 lbs.

TYPICAL WORKING CONDITIONS: This position offers a hybrid schedule, i.e., combined remote and in-office work schedules. While teleworking, the employee must maintain safe working conditions at the approved alternate location and abide by the Department's Ergonomic Program Guidelines. The employee agrees to maintain a distraction free remote work environment and is responsible for all employee-owned equipment, including but not limited to internet bandwidth to perform all work.

EXAMPLE OF DUTIES

ESSENTIAL FUNCTIONS

- 45%** Provide support to the Financial Reports Unit. Assist FR staff with reviewing and processing daily reports (e.g., SCO daily report, budget reports). Work with Financial Reports staff to search litigation related transactions and posting payroll AR transactions. Assist Financial Reports staff in reviewing and processing litigation inquires and remittances to STO.
- 20%** Assist Financial Reports staff in monthly reconciliations.
- 20%** Work with Financial Reports staff to compose detailed correspondence and emails regarding litigation matters for departmental staff, programs and other State Agencies using Outlook, Microsoft Word and Excel.

10% May be responsible for processing AR Payroll Office Corrections and reconciling collections reports and fixed assets. May help with preparing year-end financial statements.

5% Special projects as required.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

☐ I am able to complete the essential functions and typical physical demands of the job but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job and will discuss the functional limitations I have with my supervisor.

Employee's Signature

Date

Supervisor's Signature

Date