



Qualifications:

1. Education: Currently in college working toward a business related degree. The position also requires the ability to read and write English fluently, and the ability to perform basic to intermediate mathematical functions.
2. Experience*: Generally, no previous work experience is required.
3. Skills*: The position requires the ability to work as a team player and to help the accounting department run efficiently and effectively.
4. In addition, the position requires the following:
 - Professional image
 - Excellent communication skills
 - Good organizational skills
 - Strong administrative ability
 - Assertiveness
 - Ability to read and write English fluently
 - Ability to accurately perform business mathematical functions
 - Ability to drive a car
1. Licenses: A valid driver's license and current automobile insurance is required.
2. Attendance: Position requires the ability to work 10-20 hours per week during normal business hours.

Equipment:

1. Position requires individuals to furnish their own vehicle. Individuals must have the ability to drive without jeopardizing their safety or fellow employees.
2. Position requires the ability to answer telephones, clearly respond to inquiries and produce messages.
3. Position requires the ability to enter data into a computer and generate printed reports
4. Position requires individual to wear appropriate career apparel.

Essential Job Functions:

1. Filing
2. Bank runs
3. Mailings
4. Answering phones
5. Operate the printer to make paper or scanned copies
6. Assist with weekly check runs
7. Assist the department with various small projects