



FINANCE ADMINISTRATIVE ASSISTANT

(28 hours work week)

Overview: The Finance Administrative Assistant must possess good relationship and communication skills, have strong organizational skills, be a team player, the availability to assist with various departmental needs, have a warm and positive disposition, and exhibit faithfulness, dependability, and enthusiasm about STS. This position supports all aspects of student services and reports to the Chief Financial Officer. The candidate must be self-motivated, possess strong computer skills, and have experience working with QuickBooks.

Specific Responsibilities Include:

- Operate in a QuickBooks accounting system
- Enter bills and check requests
- Prepare Visa reports for all STS staff
- Receive Visa reports
- Code visa charges to correct accounts
- Record checks received for donor perfect and Populi
- Document all accounting processes
- Assist with preparation of budget documents
- Enter approved budget detail into QuickBooks
- Learn and understand donor perfect to be able to serve as a backup for batch entry
- Learn and understand Populi to serve as a backup for the Bursar
- Update employee retirement data in Guidestone software
- Update salary information into Guidestone software
- Process employee tax information to Payroll
- Maintain Employee files
- Request new credit cards, and limit changes
- Assist with annual audit. Account analyses, uploading reports to auditors.