

JOB DESCRIPTION
OFFICE ASSISTANT II – ACCOUNTING DEPT
UNIVERSITY OF VICTORIA STUDENTS SOCIETY

FUNCTION:

1. Carries out administrative tasks as detailed by the bookkeeper or accounting technician.

ORGANIZATIONAL RELATIONSHIP:

1. Is responsible to the General Manager, through the accounting staff.
2. Reports to the accounting staff.

ORGANIZATIONAL BACKGROUND:

1. Founded in 1964, the University of Victoria Students' Society (UVSS) is an incorporated membership based non-profit that is autonomous from the University and provides advocacy, services and events to all undergraduate students at UVic.

DUTIES:

1. Prepares daily cash sheets
2. Data entry to the accounting system
3. Preparation of routine cheques
4. Filing and organisation of accounting records
5. Answering simple enquiries in the accounting department
6. Other related duties as may be assigned by the accounting staff

QUALIFICATIONS:

1. Must be a member in good standing of the University of Victoria Students Society.
2. Six months experience in an office environment is required
3. Experience performing tasks with a high degree of accuracy required
4. Must be organized, punctual and reliable
5. Must be able to work independently
6. Ability to accurately follow verbal and written instructions
7. Ability to maintain accurate records and filing systems
8. Must be able to type thirty (30) wpm
9. Demonstrated attention to detail is required
10. Experience in accounting and spreadsheet software an asset
11. Experience in data entry an asset

This is a student job and is a unionized position with the United Steelworkers. The University of Victoria Students' Society is an equal opportunity employer.