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04-Oct-2024

Accounting (FWS Eligible)

Student Worker III

105139BR

Job Description

The Design School is seeking a motivated undergraduate applicant to assist with data entry, processing financial documents, performing various reconciliations, create and update complex excel sheets, maintain data bases using Microsoft Office, Google Suite, and Workday to process various financial transactions. This position also includes running office errands, supporting various administrative projects, and other projects as necessary.

Hours are flexible with students schedule between 8:00am and 5:00 pm, Monday through Friday.

Office experience required, undergraduate student is preferred.

Must include availability as part of resume. Due to confidentiality issues students in The Design School are not eligible.

Student Recruitment Type

Student Hire Hourly

Campus/Location

Campus: Tempe

Department Name

The Design School Students

Full-Time/Part-Time

Part-Time

VP Code

EXEC VP/PROVOST

Scope of Search

Open

Grant Funded Position

This is not a grant funded position and is not contingent on future grant funding.

Salary Range

\$16.00 - \$17.50 per hour; DOE

Close Date

10-October-2024

Essential Duties

Duties include but are not limited to: data entry/financial processing, maintain office data bases using Microsoft Office and Google applications including Excel and Workday. Must be familiar with reconciliations and using complex Excel functions. Includes but is not limited to:

- Processing financial transactions in Workday
- Opening and Closing purchase orders
- Creating expense reports and following up to ensure completion
- Requesting and Closing Program and gift accounts
- Processing expenses from ASU/HIDA program accounts via Workday
- Processing transfers from ASU program accounts and ASU Foundation accounts via Workday and ASU foundation Workday
- Creating journals in Workday
- Creating suppliers and invoice requests via ASU foundation workday
- Creating receipts for Purchase orders
- Check on remaining balances in encumbrance, pre encumbrance and reserved expenses on each account; also follow up with the necessary contact person, and proceed it to zero out and close accounts as needed.
- Correspondences in Outlook
- Creating reference excel sheets

Minimum Qualifications

A significant amount of specialized training or experience is required.

Desired Qualifications

- Business major and/or undergraduate student preferred.
- Strong organizational skills and professional disposition both in attitude and appearance.
- Individual must be a self-starter, fast learner and work well independently.
- Ideally has experience with Microsoft Word, Google Suite, Excel and Outlook.
- Accuracy and attention to detail is required

Working Environment

Office environment. Must be able to work at computer for extended periods; must be able to lift 50 pounds and engage in regular light to moderate physical activity.

Department Statement

The Herberger Institute for Design and the Arts is the largest comprehensive design and arts school in the country and is located within a dynamic research university focused on transformative change. Built on a unique combination of disciplines, the Herberger Institute comprises the Schools of Art; Arts, Media and Engineering; ASU FIDM; Music, Dance and Theatre; The Design School; The Sidney Poitier New American Film School, and the ASU Art Museum. The Herberger Institute is committed to developing and scaling ideas that strengthen the role of designers and artists across all areas of society and culture, and increasing the capacity of artists and designers to make a difference in their communities. For more information on the Herberger Institute for Design and the Arts, visit herbergerinstitute.asu.edu.

ASU Statement

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 100,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit <https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco>

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other basis protected by law.

Notice of Availability of the ASU Annual Security and Fire Safety Report

In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU's Annual Security and Fire Safety Report is available online at <https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf>. You may request a hard copy of the report by contacting the ASU PD at 480-965-3456.

Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit <https://cfo.asu.edu/az-resources>.

Instructions to Apply

Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.

IMPORTANT NOTE: What is the meaning of “equivalent combination” in the minimum qualifications? It means one year of higher education or 24 credit hours, is equal to one year of experience. For example, a four year Bachelor’s degree is equal to four years of experience.

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