FINANCE ASSISTANT
ASPCC Sylvania Student Leadership
Job Description

Position purpose: To represent and serve students of Portland Community College Sylvania and accurately maintain all ASPCC-Sylvania accounting records.

Principle Accountabilities and Essential Functions

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<th>Objectives</th>
<th>Activities</th>
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| 1. Input data on financial ledgers. | • Use Excel or Access to keep all of the ASPCC budgets (5 cost centers) current with information from Banner.  
• Monitor Senate (separate club expenditures from the rest of the Senate budget and show break down by club), Phi Theta Kappa, Programs and Administration budgets, and report those budgets monthly.  
• Assist Student Leadership Coordinator Assistant in preparing monthly Excel spreadsheet of all Sylvania student activity budgets. |
| 2. Assist with fundraising | • Ensure proper accounting of money intake for fundraising (vendors, student book exchange, gift baskets, etc.). |
| 3. Help develop system for financial accounting | • Use Excel for recording all income and expenditures of student funds.  
• Work with the Director of Finance to ensure that all funds are appropriately deposited and recorded. |
| 5. Participate in ASPCC activities | • Report to Director or Finance  
• Develop a personal project in collaboration with the team director.  
• Work on special projects requiring all staff, i.e. book exchange.  
• Establish and maintain consistent regular office hours.  
• Attend weekly staff meetings and leadership training programs. |

Requirements: Have a 2.5 GPA, completing at least 6 credits per term. Must be enrolled in or admitted at the Portland Community College Sylvania Campus for at least 6 credits per term. Finance Assistant must be committed to work the 2012-2013 academic year. Position is funded for 10 hours per week, fall, winter and spring terms.

Portland Community College does not tolerate unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, marital status, height/weight ratio, disability, veteran status, age, or sexual orientation in any area, activity or operation of the District. In addition, the college complies with the Civil Rights Act of 1964 (as amended), related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 (as amended), USERRA – Uniformed Services Employment and Reemployment Rights Act, and all county, state and federal civil rights laws. Accordingly, equal opportunity for employment, admission, and participation in the college’s benefit and services shall be extended to all persons, and the college shall promote equal opportunity and treatment through a positive and continuing affirmative action plan.