

**The Ohio State University**  
**POSITION DESCRIPTION**

Name:	Position #:	00099497 (Active)
Employee ID:	Jobcode/Classification:	7968 Student Assistant
Effective Date: 3/2/2017	Working Title:	Student Fiscal Officer

Class Indicator:	Student	Position Status:	Approved
Salary Admin Plan/Range:	STD / 01	Status Date:	11/25/2013
FLSA Status:	Nonexempt	Headcount:	5
Senior A & P:	No	Target/Hiring Range:	\$8.15 to \$13.00 per hour
Reg/Temp/Term:	Temporary	Long Term Closure Code:	Standby
Full-Time/Part-Time:	Part-Time	Short Term Closure Code:	Standby
Appointment Length:	52/52 Weeks	Standard Hours:	10

College/VP Office:	Office of Student Affairs	1) Reports to Position #:	00052679
Department:	D4560 Rec Sports Admin	Working Title:	Business Manager, Rec Sports
Position Organization:	45600 Rec Sports Admin	2) Reports to Position #:	
		Working Title:	

## Detailed Job Description:

Performs basic business office duties: copying, filing, scanning, running and analyzing reports. Assist with Membership Sales processing and review, Membership Reporting and Analysis. Assist with weekly invoice certification, pCard reconciliation: credit card payment back up, assist with refunds in eRequest, courier documents to Lincoln Tower, manage mail room office supplies; Learn cash management basics and apply, daily cash counting, call for change, comply list of discrepancies, report to fiscal officer and student business manager; Assist in uniform audit, inventory management of uniforms; Audit safe logs and deposits, Collect info for Delegation of Authority for safe management; Audit: manual punch logs, student payrates by job, schedule to timekeeping approval process; Assist with updates to the Business Office Procedural Manual; Assist with daily Buck-ID reconciliation; Assist in monthly report distribution and budget template updates, post all to network drive; Assist with evaluating financial reports for chartfield corrections and journal entry preparation. Assist with monthly parking and voyager card journal entries; Other duties as assigned.

## Duties Description:

Duty Pct	Duty Description
25	Assist with weekly invoice certification, pCard reconciliation: credit card payment back up, assist with refunds in eRequest, courier documents to Lincoln Tower, manage mail room office supplies. Performs basic business office duties: copying, filing, scanning, running and analyzing reports. Assist with Membership Sales processing and review, Membership Reporting and Analysis.
20	Learn cash management basics and apply, daily cash counting, call for change, comply list of discrepancies, report to fiscal officer and student business manager.
25	Assist in uniform audit, inventory management of uniforms; Audit safe logs and deposits, Collect info for Delegation of Authority for safe management; Audit: manual punch logs, student payrates by job, schedule to timekeeping approval process; Assist with updates to the Business Office Procedural Manual. Assist with daily Buck-ID reconciliation
20	Assist in monthly report distribution and budget template updates, post all to network drive; Assist with evaluating financial reports for chartfield corrections and journal entry preparation. Assist with monthly parking and voyager card journal entries.
10	Other duties as assigned

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Supervises:	0 Mgrs/Dirs 0 Supervisors	0 Non-Supervisory Prof Staff 0 Support Staff	0 Students
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Minimum Education Requirement:	HS Graduate or Equivalent or equivalent educ/exp	
	#1 Major:	#2 Major:

Additional Education Desired:	#1 Major:	#2 Major:
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Experience:

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I have reviewed these job duties (Staff Member)	Date
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Supervisor/Manager	Date
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Unit Coordinator/HRP	Date
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Office of Human Resources Approval	Date
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