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 Target/Hiring Range: $8.15 to $13.00 per hour
Senior A & P: No Long Term Closure Code: Standby
Reg/Temp/Term: Temporary Short Term Closure Code: Standby
Full-Time/Part-Time: Part-Time Standard Hours: 10
Appointment Length: 52/52 Weeks

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

Detailed Job Description:

Perform 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:

<table>
<thead>
<tr>
<th>Duty Pct</th>
<th>Duty Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>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.</td>
</tr>
<tr>
<td>20</td>
<td>Learn cash management basics and apply, daily cash counting, call for change, comply list of discrepancies, report to fiscal officer and student business manager.</td>
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<td>25</td>
<td>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</td>
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<tr>
<th>Supervises:</th>
<th>0 Mgrs/Dirs</th>
<th>0 Non-Supervisory Prof Staff</th>
<th>0 Students</th>
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<tr>
<td>0 Supervisors</td>
<td>0 Support Staff</td>
<td></td>
<td></td>
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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: 

Experience:

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I have reviewed these job duties (Staff Member) Date

Supervisor/Manager Date

Unit Coordinator/HRP Date

Office of Human Resources Approval Date