

Student Employee Opportunity

Accounting Office

Student worker needed to help support the Accounting department by maintaining electronic records.

Job Description:

- ♦ Scanning documents into OnBase imaging system
- ♦ Filing
- ♦ Auditing AP check & ACH disbursements
- ♦ Preparing and entering journal entries for accounting staff
- ♦ Reconciliations
- ♦ Other duties as assigned

Job Qualifications:

- ♦ Ability to maintain strict confidentiality
- ♦ Attention to detail and accuracy
- ♦ Willingness to perform varied duties
- ♦ Computer skills
- ♦ Business or Accounting major preferred

Pay Rate: \$7.50

Dates of Employment: All Semesters including Summer Hours

Contact: Heather Rossell: 717-871-4089 Dilworth Building

or send resume to Heather.Rossell@millersville.edu

The number of hours for the position is between 10-20 hours per week. Due to the importance of scanning documents timely, preference will be given to applicants who are able to work, not only during the fall and spring semesters, but also over the winter and summer breaks.