

Job Posting Financial Assistant

The Oberlin Student Cooperative Association is looking to immediately fill the position of FINANCIAL ASSISTANT.

Hours: 24/week

Monday through Thursday, 10:00 AM 4:00 PM

Pay: \$28 an hour

Job Summary

The Financial Assistant's (FA) primary responsibility will be to perform specific duties as directed by the Financial Manager (FM). These duties will include general bookkeeping, Quickbooks processing, and Accounts Receivables and Payables. Other responsibilities include keeping the finances of OSCA in good order, advising the Treasurer and financial body of OSCA in financial and operational planning, and educating OSCA's membership on financial information while respecting student leadership and autonomy. This position is accountable to the Treasurer and Financial Manager, and manages the financial aspects of OSCA according to the direction of the OSCA Board and FM.

Qualifications:

- Ability to work in a diverse, open-minded and forward-thinking environment
- Have a minimum of 5 years' work experience in accounting and at minimum an Associate's degree in finance or related field.
- Have extensive experience in QuickBooks, MS Word, Excel, and internet use
- Be dependable, organized and trustworthy
- Be friendly and able to work well with Oberlin College students and staff
- Be able to take direction from and be accountable to student officers
- Be sensitive to issues of confidentiality
- Have the ability to multitask and work independently

Experience working with cooperatives is a plus.

To apply:

Please email resume, three business references, cover letter to:

osca@oberlin.edu

Applications will be accepted until position is filled,

But no later than March 10th, 2017.