Job Description

POSITION: Finance Assistant
SUPERVISOR: Financial Services Administrator
SUPERVISES: N/A

GENERAL DESCRIPTION
- Assists the Financial Services Administrator with administrative tasks. Assist other AOMA staff members as needed.
- Approximately 5 hours per week.

DUTIES
- Assists with general functioning of the administrative offices in order to facilitate efficient delivery of administrative services to students.
- Creates and maintains student finance, financial aid, and VA files.
- Assists with filing of financial aid and registration documents.
- Processes online purchases for community outreach programs and AHM.
- Researches financial literacy programs and budgeting resources.
- Contacts individual students regarding awards letters and items ready for pick up.
- Process transfers and maintain transfer spreadsheet.
- Reviews and edits disbursement roster spreadsheet.
- Calls and cancels solicitation faxes.
- Orders, receives, and delivers office supplies; maintains office supply inventory; organizes office supply cabinet.
- Prints, copies, collates, and binds AOMA documents.
- Other duties as assigned.

MINIMUM REQUIREMENTS
- Current student in good academic & financial standing.
- Experience and knowledge of computer software including Microsoft Office (esp. Outlook, Word, and Excel).
- Ability to complete assignments that require attention to detail.
- Ability to effectively communicate and interact with persons of diverse backgrounds and abilities.
- Establish and maintain cooperative working relationships.

PHYSICAL REQUIREMENTS
- Walking, stooping, kneeling, crouching, reaching and twisting as needed
- Occasionally moves/transport, lifts up to 25 pounds
- Communicates, detects, converses with, discerns, conveys, expresses oneself, discusses and exchanges information
- Determines, distinguishes, identifies, recognizes, perceives, estimates, judges, inspects, compares, observes, assesses. Attention to detail essential,

HOW TO APPLY
Send cover letter and resume to financial.aid@aoma.edu
*Position renews each term and is expected to continue. Term is based on the academic calendar.