

approved

STUDENT LABOR POSITION DESCRIPTION
Boone Tavern Gift Shop/Log House Craft Gallery

Most Recently Updated 03/11/99

Position Title: Student Accounting Assistant
Must work 10-15 hrs/wk.

I. Grade Level: 4

II. Description:

A. The following are the essential duties for a Student Accounting Assistant in the Boone Tavern Gift Shop/Log House Craft Gallery:

1. Bookkeeping.
 2. Producing daily sales reports.
 3. Paying bills accurately out of correct accounts and recording payments accurately in books.
 4. Using and understanding point of sale system (cash register) and using back-office computer sales system which supports point of sale accounting.
 5. Troubleshooting with Accounts Payable and Receivable Departments of the College.
 6. Producing requisitions and check requests according to forms determined by the
- College.
7. Understand how shop is run from prior experience and relate this to specific tasks of Accounting Assistant.
 8. Perform other job-related duties as assigned.

B. The following are *possible additional* duties for this position:

1. See that the workplace and environs are clean.

III. Learning Opportunities:

- A. Develop the attributes appropriate to Grade 4 positions: an understanding of relations between individuals, institutions, and processes; comprehension of job-related values, realities, and goals; a commitment to service; and the ability to articulate and interpret observations, experiences, and understanding.
- B. Improved accounting skills.
- C. Understanding record keeping for a retail shop.
- D. Improved understanding of big picture of shop operation and how it fits into overall understanding of Berea College.
- E. Accounting system of Gift Shops.
- F. Ability to handle sensitive financial information appropriately.

IV. Basic Qualifications:

- A. General: Have worked in Gift Shops at least two years, ability to handle confidential information.

- B.** Skill: Basic accounting procedures, comfort with computers, basic understanding of Berea College's accounting system, introductory familiarity with Gift Shops' accounting system.
 - C.** Physical: No limitations.
 - D.** Academic: Good academic standing.
- V. Desirable Qualifications:** none beyond those described as essential above
- VI. Narrative Summary:**
Student kept books, produced daily sales reports, paid bills and recorded payments appropriately. Student used point of sale system as well as back-up back office sales system; did troubleshooting with College Accounts Payable and Accounts Receivable departments; produced requisitions and check requests; and operated with a thorough knowledge of overall running of Gift Shops.