

## **Student Government Accounting Office (SGAO) Project Assistantship job description**

The Student Government Accounting Office is located in the SUB and is a part of the Student Activities Center. SGAO provides fiscal and accounting services for chartered student organizations (CSO) on our campus. Overall, the office works with 415+ student organizations, both student governments undergrad and graduate, approximately \$2 million in revenue, and hire 40+ student employees and graduate assistants. SGAO has three Accountants, 2 student employees and one project assistant. This is a fun environment, with the opportunity to learn essential skills, network and become #unminvolved.

SGAO is currently seeking a Project Assistant for the Summer and to continue through the upcoming Fall & Spring semesters. The Project Assistant position is for 20-25 hrs. a week. The qualified applicant will receive compensation of \$18.50/hr., up to (12) credit hours of tuition waiver, and insurance.

### **Duties and responsibilities:**

This position will assist the three fulltime accountants at the Student Govt Accounting Office with the following on going project:

- External tracking reports to be compared to system reports for account reconciliations.
- Update Internal Requisition log with CSO requests.
- Create annual files CSO's to store year to year data.
- Assist with purchase orders, reimbursements, and internal transfers for CSO's.
- Assist with monthly account reconciliation for 415+ CSO's.
- Experience with Excel, Banner, Myreports, LoboWeb, LoboMart, and Chrome River is a plus but not required.

Students with experience preferred but not required. If interested please submit your cover letter and resume to Angela De Avila, [adeavila@unm.edu](mailto:adeavila@unm.edu) by April 14<sup>th</sup> @ 5:00 PM.