

# **BCA Study Abroad**

## **Student Finance Assistant**

### **Job Description**

- Hours and location: approximately 10 hours per week located in Myer Hall on Elizabethtown College campus through the end of the spring semester. Work hours can accommodate class schedule and other activities, but need to be between 9-5, Monday through Friday.
- Job tasks and responsibilities:
  - Assist in computerized accounting/bookkeeping tasks including:
    - Entering accounts payable into Great Plains Dynamics Accounting software
    - Entering cash receipts into accounting software and preparing deposits
    - Prepare Excel spreadsheet analyses and general ledger data imports
  - Provide general office support as needed – filing, database management, assist with mailings, etc.
- Applicant requirements:
  - Desired applicant is an accounting or business major who has completed at least introductory financial and managerial accounting courses
  - Proficiency in Microsoft Office applications
  - Dependability and protection of confidential information are of critical importance.

This is a paid position. For consideration, please submit a letter of interest and qualifications to [hr@BCAabroad.org](mailto:hr@BCAabroad.org).