

The Athletics Finance Office at Binghamton University is looking for a student worker to officially start in the **FALL 2019 SEMESTER**. We are taking applications and also hoping to have someone start training over the summer if available.

This will be a semester by semester job. Job pay has the ability to increase in future semesters depending on work load and dependability.

Job Description:

- Audit transactions
- File documentation
- Copy documentation
- Answer phones
- Deliver Inter-department mail on campus
- Other duties as assigned

Skills and Job Requirements:

- Accounting and/or Finance Major
- Extremely detail-oriented, organized, highly motivated and ability to meet deadlines
- Microsoft Office experience, especially Excel, is required
- Available during breaks & summers preferred

Hours:

- Office open Monday – Friday (8:00-5:00)
- 10-15 hours a week

About Binghamton University - Athletics

The Athletic Department at Binghamton University employs a large number of students in diverse positions. We would love for you to join our team. Go Bearcats!

Location

Binghamton, New York, United States

Compensation

TYPE

Paid

PAY RATE

\$12.00 Per hour

DURATION

Temporary / Seasonal

Company Details

COMPANY SIZE

250 - 1,000 employees

INDUSTRY

Higher Education industry

COMPANY TYPE

Unknown

HEADQUARTERS

Binghamton University P.O. Box 6000 Binghamton, N.Y. 13902-6000

WEBSITE

Employer Preferences

ALLOWED SCHOOL YEARS

Freshman, Sophomore

ALLOWED MAJORS

All Finance & Financial Management, Accounting, and Business Analytics majors

WORK AUTHORIZATION REQUIREMENTS

No US work authorization required (on-campus employment)

Contact Information

CONTACTS

Marisa Colonna-Garrow

Kerri Culhane

Michelle Williamson

Shawn Pulz