Job Description

On-Campus ACA Variable

US Work Authorization is REQUIRED

Part-time Business Student Intern for Sponsored Programs Accounting in the Controller's Office who will perform post-award functions for research contracts and grants.

**Responsibilities:**

-Award set ups in Banner Finance system

-Assist with invoice preparation and submission

-Bill log management

-Accounts Receivable/Collections

-Payment reconciliations

-Journal entries

-Assist with award closeouts

-Communication with campus community

-Other assignments and duties as needed

**Minimum Qualifications:**

-Must be a sophomore, junior, or senior student in the College of Business

-Must be able to work at least 20 hours per week

-Excellent computer skills, with emphasis on Microsoft Excel and Word

-Effective oral and written communication skills

-Detail oriented

-Self-motivated and able to successfully complete work assignments with limited supervision

**Preferred Qualifications:**

Applicants that are interested in working part time for 12 months or more, including summers.

Experience with USU's Banner system and University policies and procedures

Great work environment with flexible hours to fit class schedule. We do prefer work hours to be between 8:00 AM - 5:00 PM.