



UNIVERSITY
of ALASKA

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Position Job Duties

531149_Student Engagement Operations Assistant

85% Fiscal Functions

Responsible for compiling and submitting ProCard transaction backup documentation (primarily for non-event-related purchasing) for reconciliation by the SE Fiscal Coordinator for a variety of budget lines in Fund 1, Fund 2 (Foundation), and Fund 9 accounts. This includes maintaining the ProCard Log and adhering to all ProCard policies.

Review and approve the Procard Check-Out Forms as needed; facilitate ProCard check-outs.

Process all purchase requisitions for non-event goods and services.

Serve as the department lead on all direct pays and employee reimbursements.

Act as preparer (or occasionally verifier) as needed for dual-control deposit preparation for event cash revenue, checks in the mail, or other miscellaneous purposes.

Support and / or fill in for the student staff position responsible for verifying and preparing daily deposits for the Student Union sundry sales operation as needed.

Act as custodian of the Student Union perpetual change fund used for sundry sales operations. Perform formal change fund counts alongside the change fund supervisor biannually. Check safes weekly to ensure deposits are delivered to Cashiering on schedule and checks received in the mail are prepared for deposit. Review safe logs, change fund logs, and the SU sundry sales operations deposit ledger weekly. (When the student staff position responsible for verifying and preparing deposits for the Student Union sundry sales operation is vacant or absent, perform informal change fund counts weekly and check safes daily.)



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Work with Student Engagement staff on change funds approval and processing as needed for Student Union sundry sales operations and programming/events.

Process student governance service awards.

Process all scholarships, including administration scholarships each semester in coordination with departmental staff.

Submit all completed paperwork in a timely manner to the Fiscal Coordinator and / or Fiscal Manager for filing and soft-ledgering.

Responsible for interpreting, keeping current on, and consistently applying fiscal rules, regulations, processes, policies, and procedures at the UAA, statewide, and federal levels and communicating these with staff across the department as applicable.

Proactively investigate possible compliance issues, effectively communicate with staff regarding purchasing compliance, and ensure both proactive and corrective procedures are followed.

Maintain internal systems for data tracking, record keeping, etc. to ensure accuracy and consistency, especially in case of staff absences.

Serve as a backup to other Student Engagement Fiscal Technician(s) as needed.

10% Supervision

Train and directly supervise the student staff position responsible for verifying and preparing deposits for the Student Union sundry sales operation on cash handling and reconciliation processes and procedures.

Work with the student fiscal manager(s) on special projects including creating a resale inventory, researching new revenue streams, etc.



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5% Other Duties As Assigned