



EMPLOYER WORK-STUDY REQUEST

Department Name _____ Financial Services _____

Supervisor/Contact Name ___ Lynn Wood _____

Phone/Extension __ 1154 _____

Office Location: Cambridge, MA Lawrence, MA _____ Springfield, MA _____
Augusta, GA _____ Chesapeake, VA _____ San Juan, PR _____
Ontario, CA _____ Memphis, TN _____

Total number of students requested: _____ 1 _____

Of that number, how many are returning students? __ 1 _____

Responsibilities: _____

General assistance in the areas of accounts payable, payroll and general ledger.

Specific responsibilities in accounts payable include, but are not limited to the following: assisting in the student refund check process by entering vouchers into the accounts payable system, copying printed checks and with backup; inputting vendor invoices into the accounts payable system; filing paid vendor invoices; assisting in the mailing of the weekly check disbursement.

All duties are under the supervision and review by the accounts payable staff;

Responsibilities in payroll are generally limited to assisting in stuffing the monthly payroll checks and deposit advices for mailing.

Responsibilities in the general ledger area include assisting the Senior Accountant with assisting in the month bank reconciliations by updating the list of outstanding checks.

All tasks are done under the supervision of the accounts payable staff, payroll staff or the Senior Accountant.

Special Skills or Qualifications: _general computer skills; experience in an office setting preferred; _____

Please indicate if there are special hours a student would need to be available or special physical requirements that need to be met: __
