**Memorial Union, Division of Student Affairs, Graduate Assistant Memorial Union Accounting**

**Memorial Union Accounting - Graduate Assistant**

\*Responsible for assisting in the Memorial Union Accounting office and performing tasks according to established NDSU and MU Accounting Office policies and procedures.

\*Responsible for coordinating Student Accounting Interns schedules, tasks and training.

\*Report to the Memorial Union Business Manager.

\*Participate in monthly Memorial Union staff meetings

\*Participate in MU training and work with MU Accounting Student staff on student development

\*Maintain a 20 hour/week, 35 weeks/year schedule.

Cash Reconciliation / Sales

\*Prepare daily register sales reports/emails for use each morning.

\*Coordinate and prepare, with Student Accounting Intern, the daily sales reports, the daily cash counts and reconciliations of cash bags for the Memorial Union retail operations which include Design & Sign, US Postal Service, Rec & Outing Center and Gallery Store.

\*The reconciliation process includes recording sales, counting cash, identifying and totaling charges, credit cards, Bison charges etc and distributing to correct funding codes.

\*Responsibilities also include maintaining cash variance logs, inventory control and related variance logs, register returns log, credit card logs, billing logs and preparing new cash bags with opening funds for every location.

\*Maintain accurate records of sales and reconciliations in Excel spreadsheets.

\*Assure deposits are completed accurately and delivered to NDSU Customer Account Services daily according to NDSU and Memorial Union policy.

\*Prepare the weekly credit card reports and deliver to Customer Account Services.

\*Maintain and reconcile the daily sales spreadsheets with monthly register reports, cash, credit card reports, monthly billing reports and Bison Charges on a monthly basis.

\*Prepare distribution of the monthly sales reports in an accurate and timely manner.

\*Assist in the preparation of the monthly sales tax reports.

Memorial Union Billing

\*Coordinate and participate in the accurate and timely preparation of all Memorial Union billing which is primarily to other NDSU departments and then follow up to determine that payments have been posted to PeopleSoft. Interdepartmental billings (IDBs) and accounts receivable invoices total approximately 100 to 150 per month.

Memorial Union Financial Database

\*Responsible for up to date and accurate input, with Student Accounting Intern help, of all accounting related transactions into the MU financial database including the monthly transactions directly downloaded into PeopleSoft .

\*Assist with the reconciliation of the MU accounting database with PeopleSoft Finance.

\*Perform other duties as assigned.