

Job Description

Carroll University
BUSINESS OFFICE
100 N. East Avenue
Waukesha, WI 53186

Purpose of Job:

- Assist with daily operational needs of the Business Office staff

Duties & Responsibilities:

- Weekly accounts payable filing
- checking of all journals processed in the Business Office
- assisting with monthly student payroll by verifying amounts and alphabetizing
- handing out checks to University faculty, staff, and students
- daily shredding
- scanning projects
- mail opening and distribution
- any other jobs/duties assigned by the supervisor

Job Qualifications:

- Accounting major preferred

Supervisor:

- **Jill Gauger**
(262) 524-7089