

## **Job Description**

Carroll University  
**FINANCE**  
100 N. East Avenue  
Waukesha, WI 53186

### Purpose of Job:

- The finance student worker works directly with the Budget Coordinator and helps with day-to-day tasks as it relates to university events, the annual budget and preparing for board meetings.

### Duties & Responsibilities:

- Inputting budget transfers
- Scanning documentation into the Feith system
- Creating programs for luncheons
- Updating budget documents
- Filing
- Assembling Board of Trustee materials
- Reviewing budget materials for errors

### Job Qualifications:

- Prefer a student seeking a degree in Business Administration or Accounting
- Must have basic knowledge of Microsoft Office programs
- Good communication skills, both oral and written
- Discretion to work with confidential material

### Supervisor:

- **Erin Thomas**  
**262-524-7316**