Division of Student Affairs

Undergraduate Intern for *Planning & Business Services*

Planning and Business Services is responsible for all business and financial transactions for the Senior Associate Vice President for Student Affairs. Business transactions may include deposits, journal vouchers (both debit and credit), refunds, purchase orders and accounts receivable billing and adjustments. This position would be responsible for verifying the accuracy of all transactions and notify Financial Reporting Manager of discrepancies or any missing documents/files to ensure corrections are made in a timely manner and that monthly reconciliations are completed promptly.

Percent of Total Time:	100
	Provide Administrative and Accounting Support for Planning and Business Services (PBS). Responsible for assisting with the monthly accounting transactions reconciliations by reviewing for accuracy month-end reports, journal vouchers, deposits, revenue refunds and any other documents processed in the University Financial Reporting System - Banner. Notify Financial Reporting Manager of errors, potential discrepancies and corrections that need to be processed. Other duties as assigned.

Qualifications

The selected individual should have a business and financial background. Preferred candidate would have an academic concentration in Accounting or a career objective in the accounting field. Should have strong knowledge of Excel and report writing.

Application Process

Visit Hokies for Hire at http://www.career.vt.edu/H4H-OCI/H4HIndex.html. Search for posting 68775/Undergraduate Intern for Planning and Business Services. Applications including cover letter and resume due October 9th 2015.