



Work-Study Job Description

Financial Aid Office
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***** Applicants must be eligible for work-study as part of their financial aid package to apply for this position.**

Department: Business Office (Accounting)

Job Description: Work-Study Student

- a. **Duties:** Filing – including maintenance & creation, accounting software projects, creating and/or editing procedure manuals, scanning, special projects and other help as needed.
- b. **Location:** Business Office Room #309
- c. **Department's function on the CEI Campus:**
Financial aid processing, Purchasing, Accounts Payable and Accounts Receivable, Collect Fees from students (Cashier), Tax Reporting (1098 and 1099), College asset inventory, Accounting, financial statements and audit, Grant billings
- d. **Other:**

Qualifications:

- a. **Preferred work schedule:** Between 8am and 5pm
- b. **Preferred work experience:** Some office experience. Knowledge of Accounting and Business Office Technologies
- c. **Preferred skills:** Accounting, Ten-Key, Excel
- d. **Preferred character traits:** Reliable, attentive, punctual, good work ethic, good with numbers
- e. **Other:** Professional attire

Salary: \$11.00/hr

Work Hours: 15-19 maximum hrs.

Post Date: July 30, 2021

Closing Date: Until Filled

To Apply Contact:

Krysta Madrigal
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