SOFC Accounting Graduate Assistant 
Position Description

**General Description**
A Graduate Assistant position is available with the Student Organization Finance Center (SOFC) in Student Activities. The SOFC is the on campus banking and finance center for over 1100 recognized student organizations (RSOs) at Texas A&M. This position is responsible for ensuring that TAMU, IRS, State Comptroller, and SOFC policies and procedures are followed. This position will train late spring 2021 will work 20 hours per week during summer 2021 and the 2021-2022 academic year.

**Duties**
Primary job duties include assisting with auditing and vouchering of payment requests; making credit card payments for student organizations and reconciling credit card expense reports; organization of on-campus accounts payable; as well as providing excellent customer service to student leaders, members, advisors, and vendors of TAMU student organizations.

The GA will also assist with specialized business tasks and activities as assigned, maintain business files, communicate unit policies and procedures, and disseminate business information to staff and students.

**Education**
Required: Bachelor’s degree or 5th Year Accounting/Finance Equivalent
Preferred: Bachelor’s degree in Business Administration/Accounting and Finance

**Experience**
Required: One year general office experience
Preferred: One year in workplace accounting environment

**Equipment**
Working knowledge of standard office equipment such as copier, printer, scanner and computer.

**Knowledge, Abilities, and Skills**
Working knowledge of Microsoft products such as Excel, Word, Outlook, and database programs.
Knowledge of online storefronts. Excellent interpersonal and communication skills.
Good planning and organizational skills.

Please submit resume and/or questions about the position to Ashley McNeil at amcneil@stuact.tamu.edu.