

Student Publications
Accounting Assistant
Job Description

Assist Administrative Assistant in daily operations of department.
Duties include computer input, filing, and on campus courier/messenger.
Use of computer, copy machine and calculator.
Approximately 10-12 hours per week. Flexible with class schedule.
Security Sensitive position.
Pay structure: Hourly

Qualifications:

- Must be currently enrolled at UTA
- Accounting or business major.
- Must have excellent communication skills (written/verbal).
- Math ability and attention to detail necessary.
- Knowledge of QPRO or Excel software.
- Must pass background check.

Preferred Qualifications:

- Work Study Certification
- Knowledge of FileMaker (Mac) software.

<p>To apply for this position, please visit SNAP Jobs at www.uta.edu/uta/employ and search for “Accounting Assistant” or call UTA Human Resources for more information at 817-272-3463.</p>
