STANFORD UNIVERSITY JOB DESCRIPTION
Residential & Dining Enterprises (R&DE)
Stanford Conferences

JOB TITLE Financial Assistant

Classification Student Employee
Pay Range $18.00/hour; rate for returning students may be higher
Work Location 215 Panama St. Bldg. D (Juniper Modular)
Work Schedule Summer Quarter, 5 days a week scheduled M-F between the hours of 8:00am – 6:00pm, 20-40 hours/week dependent on workload; orientation, training and part time work begins in Apr/May (with flexibility around finals); vacations not allowed during employment period
Training TBD
Department Stanford Conferences, R&DE
Reports To Finance Manager
Developed on Feb 11, 2019

I. About Stanford Conference Services
Stanford Conferences, a division of Residential & Dining Enterprises (R&DE), coordinates the campus arrangements for conferences held at Stanford University each summer. Our client roster includes over 285 conferences, workshops, and youth camps attended by 19,000 youth and adult participants utilizing undergraduate and graduate residences and dining halls each summer. Revenues generated by Stanford Conferences support R&DE’s mission of providing high quality services to Stanford students during the academic year while also helping to offset student room and board fees.

II. Summary of Position
Under the supervision of the Finance Manager, this position is the liaison and auditor with respect to all financial processes for the Conference Front Desk (CFDs); cash handling, billing folders and client billing for the Stanford Conference main office; maintains inventory of parking permits and performs profit and loss statements.

Tax free housing is provided during the length of your employment free of charge (subject to performance of on-call duties).

Additionally, this position provides the Stanford student perspective to clients, visitors, and staff. They offer insight on the Stanford experience and act as an advocate for the University. The knowledge of the campus gained by students during the academic year adds value to the client experience and is an important element of a successful summer. All successful candidates must be able to live on campus in a conference-occupied residence during the summer months (free of charge, subject to performance of on-call duties) which will be assigned at a later date.

III. Essential Job Functions
Conference Front Desk (CFDs) 50%
- Strong communication and over site/liaison to CFD
- Interface with the six Conference Front Desk Offices regarding all financial processes including auditing, training, collection of payments, providing change, equipment, reconciliation of parking permits and change funds, collect payments and refill supplies of parking permits to the CFDs.
- Make daily deliveries to and pickups from the six CFDs (must take golf cart training).
- Billing Folders:
Work with Finance, CFD and Conference Account Managers/Coordinators to create, distribute, pick-up, review and track status of billing folders.

- Organize financial documents.
- Prepare data from KX for upload into University web journals.

Financial Responsibilities (40%)

- Perform large amount of data entry working with Conference computer system.
- Tracking billing folders as they are returned from the CFD office
- Review and audit Billing Information for errors
- Process the data to be uploaded into Oracle
- Follow billing through to completion, working with Financial Analysts
- Log invoices into tracking spreadsheet
- Monitor adherence to processing deadlines
- Create a profit and loss report for parking permits
- Obtain, distribute, track, return all summer parking scratcher permits. Provide training to the offices with regard to established processes.
- Support to Financial Manager

Administrative Work 10%

- General administrative support
- Make bank deposits
- Provide backup support for service requests and other Front Desk Duties as needed
- Assist other staff members with tasks as needed.
- Document processes and update job description for the following year.

IV. Qualifications

- Current undergraduate/graduate student at Stanford University.
- Required to live on campus in a conference-occupied residence.
- Responsible, accurate, ability to take ownership and have an acute attention to detail
- Punctual and dependable
- Accurate with numbers and data entry
- Flexible with the ability to accept changing priorities
- Flexible to work more hours in the later part of August through Early September to finish event billing for September programs.
- Commitment to customer satisfaction and the ability to work and provide guidance to others
- Strong PC computer experience with Word, Excel; database knowledge desirable
- Experience working as a Conference Front Desk supervisor is desirable but not necessary.
- Training and leadership experience preferred but not necessary.

Time Commitment:

- Orientation and employment will begin in April. Schedule is flexible and will be arranged with the candidate.
- Apr – mid June: 5-10 hour for training. Will work around class and finals schedule.
- Mid June-mid September: 20-40 hours per week dependent on workload, hours scheduled between Monday - Friday, 8:00am - 6:00pm. Workload higher end starting end of July through beginning of September. Vacations are not allowed during the employment period except for emergencies and/or very special occasions. Can be flexible with September hours to create a break in service if able to come back later September to finish billing/projects.
Compensation:

- $16.20/hour. (Returning employees may receive an increase depending on experience.)

V. Core Competencies

1) COMMUNICATION
   - Listening
   - Speaking
   - Business Writing

2) PROBLEM-SOLVING
   - Intellectual Curiosity
   - Conflict Management

3) SELF MANAGEMENT
   - Judgment
   - Task Management
   - Accountability/Responsibility

4) INTERPERSONAL SKILLS
   - Influence
   - Relationship Management
   - Team work and Effectiveness

5) MOTIVATION
   - Initiative, Resilience & Customer Focus

To Apply:
Interested persons should apply to:

Stanford Conferences 2018 Employment Application

Priority deadline: March 20, 2018