

## On-Campus Job Description



**To apply:** Go to [https://wenatcheevalleycollege.formstack.com/forms/career\\_services](https://wenatcheevalleycollege.formstack.com/forms/career_services) to submit your information to see if you are eligible for funding.

<b>Job Title &amp; Number of Positions Avail.</b>	1 position. Business Office Assistant.
<b>Department/ Location</b>	Business Office
<b>Rate of pay</b>	\$14.42
<b>Supervisor</b>	Beth Hayes
<b>Duties and Responsibilities</b>	<ol style="list-style-type: none"><li>1. Gather and distribute the mail within the department daily.<ol style="list-style-type: none"><li>a. Take and distribute inner office envelopes back to the service center.</li></ol></li><li>2. Work on matching invoices to packing slips (Overseen by Tracy Shaw).</li><li>3. Work on calling Vendors for Invoices (Overseen by Tracy Shaw).</li><li>4. Audit file cabinets to ensure files are labeled and in alphabetical order (Overseen by Tracy Shaw).</li><li>5. Organize and help complete P-Card reconciliation for all P-Cards- See Debra Maxwell.</li><li>6. Organize the Supply Cabinet and make a list of supplies that are low or out of that need reordered.</li><li>7. Fill Xerox machine paper supply.</li><li>8. Replenish Business Office Paper from the Service Center.</li><li>9. Fill Staplers and employ hole punches.</li><li>10. Audit filing cabinets to ensure files are organized and filed alphabetically</li><li>11. Go through Filing Cabinets and Organize Envelopes, File Folders and Tabs.</li><li>12. Ensure Boxes on top of File Cabinets are organized and labeled correctly.</li><li>13. Labeling and Archiving old records.</li><li>14. Organize, sort and electronically record W9's.</li><li>15. Training in Canvas for area of interest.</li></ol>

<b>Minimum Qualifications</b>	All WVC employees must obtain COVID vaccination or submit a medical or religious exemption
<b>Educational Benefit</b>	Ability to learn how a business operates and functions on a day to day basis.

04/22/21 (CRB)

*Wenatchee Valley College is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination and harassment against any person because of race, creed, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, the presence of any sensory, mental, or physical disability, or the use of a service animal by a person with a disability, age, parental status or families with children, marital status, religion, genetic information, honorably discharged veteran or military status or any other prohibited basis per RCW 49.60.030, 040 and other federal and state laws and regulations, or participation in the complaint process.*

*The following persons have been designated to handle inquiries regarding the non-discrimination policies and Title IX compliance for both the Wenatchee and Omak campuses:*

- *To report discrimination or harassment: Title IX Coordinator, Wenatchi Hall 2322M, (509) 682-6445, title9@wvc.edu.*
- *To request disability accommodations: Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: dial 711, sas@wvc.edu.*