



HELLENIC COLLEGE HOLY CROSS GREEK ORTHODOX SCHOOL OF THEOLOGY

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FINANCE OFFICE ASSISTANT

Work-Study Position

Position:	1 Work-Study Student	Hours:	10–20 hours per week
Wage:	\$15.00 per hour	Reports to:	Christian Gonzalez & Anberin Pasha

Job Description

The Finance Office Assistant will support the Finance Office with general office duties and day-to-day financial operations. This position is a great opportunity for a student to gain valuable business and accounting experience while developing professional office skills.

Job Duties

- Assist the Accounts Payable Department with vendor invoice coding and invoice entry.
- File and organize Accounts Payable documents and other Finance Office records.
- Scan, organize, and electronically file financial documents.
- Assist with sorting and distributing Finance Office mail.
- Scan and email intercompany documents.
- Process non-student-related credit card payment transactions.
- Keep track of student foot traffic and general inquiries to the Finance Office.
- Assist students who come to the office with general questions and direct them to the appropriate staff member when needed.
- Maintain organized files and office records.
- Assist with other Finance Office tasks and projects as needed.

Skills and Experience

- Interest in business, accounting, finance, or office administration is a plus.
- Basic computer and organizational skills.
- Ability to handle confidential information professionally.
- Attention to detail and accuracy.
- Good communication and customer service skills.
- Willingness to learn and take on new responsibilities.

How to Apply

If interested in applying for this position, please email your weekly availability along with your application to Christian Gonzalez. CGonzalez@hchc.edu.