Position
The graduate assistant for accounting will assist the business manager and senior accounting assistant in the various accounting tasks and duties in the operation of the Campus Recreation & Intramurals department at Georgia Southern University. The accounting graduate assistant reports to the CRI business manager.

Campus Recreation & Intramurals (CRI), a department within the Division of Student Affairs, provides growth opportunities and educational experiences that enrich the lifelong learning process of Georgia Southern students. Benefits of participation in CRI programs include the application of leadership, decision-making, problem solving, conflict management, communication, and social skills. Program areas include Fitness, Intramural Sports, Facilities/Informal Recreation, Club Sports, Outdoor Recreation/Challenge Course, Wellness, and Aquatics.

Responsibilities
Assist in the coordination of the daily revenue reports. Responsible for posting revenue and expenses to multiple accounts. Assist with student payroll questions. Prepare student payroll reports. Serve as program representative for Georgia Southern University. Correspond with students, staff, participants, and guests. Assist with other accounting tasks within CRI.

Required Qualifications
- Bachelor’s degree in Accounting
- Admission into approved Georgia Southern graduate program
- Excellent verbal and written communication skills
- Professionalism and willingness to learn
- Motivation, Enthusiasm, Attention to detail; Strong leadership qualities
- Flexible schedule

Preferred Qualifications
- Prior customer service experience
- Ability to work with a diverse group
- Prior experience in a campus recreation setting
- Strong interpersonal skills
- CPR/First Aid certification

Stipend
$8,000 for a 10-month appointment and a full tuition waiver. Student is responsible for activity fees and books. Professional development funding available. Summer employment is also available.

To Apply
Send a letter of application, resume, and three references to:
Linda Carwell, Business Manager
Georgia Southern University
Campus Recreation and Intramurals
P.O. Box 8078
Statesboro, Georgia 30460

For more information, contact the Campus Recreation & Intramurals at (912) 478-5436 or e-mail: lcarwell@georgiasouthern.edu.

Georgia Southern University is an EEO/AAP employer.