Graduate Assistant, Financial Operations

# NIU Recreation

The department of NIU Recreation’s main facility is located at the Student Recreation Center at the crossroads of Annie Glidden Rd. and Lucinda Rd. in DeKalb, IL. The Recreation department offers a comprehensive recreation program and services for the campus community featuring Intramural Sports, Fitness, Nutrition, Open Recreation, Outdoor Adventures, and Sport Club activities.

# Department Why

We create conditions for success by facilitating opportunities and building a culture that inspires optimal health and well-being.

# Our Promise

Have fun. Live well. Feel your best.

# Intercollegiate Athletics Mission

To inspire and sustain excellence in the P.A.C. principle of “Promoting Athletes to Champions” while developing champions in the classroom, in competition and in life.

# The Position

This full-time (20-hour/week) Graduate Assistant will report to the Business Administrative Associate. The successful candidate will be responsible for assisting in the overall financial administration and management of the entire Recreation department including expenditures and budgeting, payroll analysis, managing and setting up of profiles, inventory management, membership management, EBMS management, and reconciling deposits from the day to day revenues.

# Responsibilities

* Written Communication: Develop and maintain relative sections for the following:

1. Appropriate record keeping and archiving

2. Reconciling deposits and financial transactions

3. Processing payroll, additional pay forms, and communicating information to members

4. Budgeting and expenditure reports

5. Membership information for each patron

* Oral Communication: Provide clear and concise information to the Office Manager, Business Administrative Associate and Athletic Director regarding the expenditures, inventory status, budgeting proposals, cost cutting measures, etc.
* Development/Evaluation: Assist in implementing, and evaluating policies and procedures of various financial operations for the Recreation department like online registration policies, payroll procedures, etc.
* Inventory Management: Setting up an effective new system for inventory management and correspondingly follow up with the respective vendors if there are any discrepancies.
* Reconciling Deposits: Reconciling the deposits based on a day to day basis and solving the issues if there are any discrepancies between the register and the OneCard reports.
* Payroll Analysis: Processing payroll for each pay period and calculating the payroll expenses for the entire Recreation department for each pay period.
* Membership Management: Responsible for the overall OneCard procedures; which include downloading memberships and services for patrons onto their OneCards. Informing patrons of programs, services, and expiring orders.
* EBMS Management: Responsible for the overall EBMS (Ungerbock) management which include activities like programming of various functions for Recreation department, batching and reconciling process from the day to day service orders, verifying each service order posted by the registration worker and check for any errors, and charging bursar accounts, etc.
* Teamwork/building: Attend and participate in regular meetings such as full-staff meetings, student staff meetings, and Student Leadership Team meetings.
* Organizational/Analytical: Create and maintain financial data for each department.
* Problem Solving/Crisis Management: Monitor the day to day financial activities and assist in solving any crisis or problem if arises.
* Creativity: Implement new or different way of doing things such that the process can produce a more effective (or) efficient result.
* Other: Assist in other departmental activities and perform other duties as assigned.

# Requirements

* Admitted to NIU’s graduate school and enrolled in a graduate course of study.
* Currently pursuing a Master’s degree in Accounting or Finance or MBA with an emphasis in
* Accounting or Finance.
* This position is designated as security sensitive. In compliance with the Illinois Campus Security Act,
* before an offer of employment is made, the university will conduct a pre-employment background
* investigation, which includes a criminal background check.
* Current certifications in CPR/AED, First Aid, and Blood Borne Pathogens obtained within two
* weeks after employment start date.

# Qualifications

* Experience working with students of diverse educational, racial, ethnic, and cultural backgrounds.
* Ability to develop and implement comprehensive financial goals, strategies, and plans.
* Attentions to detail, accuracy, identify issues, and follow through to resolve discrepancies.
* Good organizational skills and able to work independently.
* Excellent written and oral communication skills.
* Ability to work in a dynamic, changing, and diverse environment.
* Genuine interest in gaining experience and knowledge to enhance skills in chosen career.

# Preferred Qualifications

* Preference will be given to graduate students pursuing a degree in Business Administration,Accounting, or Finance.
* Related experience in a business and/or finance setting.
* Skills in operating Microsoft Office, Fusion Software, Event Business Management Software, and/or related FinancialSoftware.
* Genuine interest in gaining experiences and knowledge to enhance career development inrecreational sports marketing.
* Experience working in a customer/client environment.
* Experience working with diverse student and community groups.
* Experience in student employee supervision and evaluation.
* Experience in financial management.

# Compensation includes

* 9-month, 20 hours per week (except university closures for holidays, etc.) with potential summer employment.
* Hourly pay at $17.31\* per hour (paychecks distributed semi-monthly).
* Start Date: August 16, 2021 with potential summer employment prior to August 16th.
* Tuition: Full tuition waiver (excluding student fees, any off-campus fees, the cost of books, etc.)
* No housing offered in residence hall and no meal plan.
* Other Benefits: If funds are available, assistance in professional development costs.

\*Payrate subject to change prior to official contract

# Contact Information

Natasha Johnson, Business Administrative Associate, NIU Recreation

Student Recreation Center

DeKalb, IL 60115

Phone: 815-753-9417, Email: njohnson11@niu

# Application Materials

To apply send a letter of application, resume, and a list of three current references including names, addresses, e-mail addresses, and phone numbers to: Northern Illinois University, Student Recreation Center, Attn: Natasha Johnson, Business Administrative Associate, DeKalb, IL 60115. Electronic applications must be submitted in Word format to clagattolla@niu.edu. The position is open until filled.

Northern Illinois University is an equal opportunity institution and does not discriminate on the basis of race, color, religion, sex, age, marital status, national origin, disability, or status as a disabled or Vietnam-era veteran. The Constitution and Bylaws of Northern Illinois University afford equal treatment regardless of political views or affiliation, and sexual orientation. NIU recognizes Dual Career issues.

# About NIU

Chartered in 1895, NIU is a comprehensive teaching and research institution with a student enrollment of approximately 17,000. Located in one of the most dynamic regions of the country, DeKalb is 65 miles west of Chicago, Illinois. NIU is included in the Doctoral/Research Universities-Extensive category of the Carnegie Foundation for the Advancement of Teaching and is a member of the National Association of State Universities and Land-Grant Colleges. NIU has a diverse student population with 735 international students representing 118 nations. Approximately 3,500 students live on campus in residence halls and apartments. NIU Recreation is a department in the Division of Intercollegiate Athletics. The department offers open recreation, aquatics, group fitness classes, intramurals, sport clubs, outdoor recreation, nutrition counseling, and personal training services. The staff includes 7 full-time professional; 1 part-time professional; 1 full-time support staff, 8 graduate assistants, and interns.