



EMPLOYER WORK-STUDY REQUEST

Department Name: Financial Services

Supervisor/Contact Name: Lynn Wood

Phone/Extension __X 1154

Office Location: Cambridge, MA

Total number of students requested: _____1_____

Of that number, how many are returning students? __1__

Responsibilities:

General assistance in the areas of accounts payable and general department duties.

Specific responsibilities in accounts payable include, but are not limited to the following: processing student refund checks and vendor invoices under the supervision and review by the accounts payable staff; filing check back up to vendor files and assisting the mailing of the weekly check disbursement. Paid checks will be indicated in the accounting program.

All tasks are done under the supervision of the accounts payable staff or the Financial Services Manager.

Special Skills or Qualifications:

General computer skills; data entry, experience in an office setting preferred

Please indicate if there are special hours a student would need to be available or special physical requirements that need to be met: During peak refund times additional hours may be requested (October, February and June)