



International Student Exchange

Programs

1616 P Street, NW, Suite 150, Washington, DC 20036

- Position:** **Accounting Assistant**
This position will provide accounting and administrative support to the CFO and Senior Staff Accountant (SSA).
- Salary:** \$14/hour - 20 hours/week – Benefits are NOT included
- Application Deadline:** Applications received until job is filled. Review of applications is in progress.
- Starting Date:** Immediately
- Qualifications:**
- Required
- HS diploma
 - Minimum of 6 college level accounting credits with a grade of B or better in both classes
 - Must pass Criminal Background Check
- Prefer
- 2nd or 3rd year college students studying Accounting, Business Administration, Economics or Finance. Students should live locally both during and after the regular school year.
- How to Apply:** Send cover letter and resume/CV to resumes@isep.org
No phone calls or inquiries please.
- Principal Responsibilities:**
- Daily
 - All credit card processing, except for additional health insurance transactions
 - Record both in house and online credit card transactions on excel log
 - Processing new enrollments for student health insurance
 - Emailing health insurance cards
 - Correspond with members, students and parents via email and phone
 - Weekly
 - Database entry for Cash Receipts
 - Filing of all Accounts Payable paperwork and maintaining AP files
 - Filing wires from PNC in CFO Binders
 - Occasional mailing of AP
 - Quarterly
 - Mailing invoices
 - Filing invoices
 - Collections Efforts – email notifications and reporting to Alacrity if necessary
 - Refund Efforts - email refund notices for overpayments
 - Annually
 - Oversee Archiving
 - Creating FY Binders, labels and files annually
 - As Needed
 - Assist CFO and SSA with any special projects

About ISEP

Founded in 1979, ISEP is a non-profit membership organization of 290 higher education institutions in the United States and 40 other countries that serves as a national and international network for student mobility and campus internationalization. The total number of ISEP participants to-date exceeds 31,000. More information about ISEP is available at www.isep.org.

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