Job Title: Student Finances QuickBooks Data Entry
Supervisory Contact: Student Finances
Hours: 5-10 hours per week
Salary or Hourly Rate: $17 per hour

> The incumbent in this job is expected to assist the College in achieving its mission which is to build midwives of technical expertise, professional excellence, and personal greatness. MCU's method for building Midwives of Excellence® is to meld professional and leadership education. Professional education prepares students for expertise in their chosen profession; leadership education teaches students "how" to think.

Position Overview
This person provides accurate and timely data entry of transactions from MCU's Student Information System (SIS), credit card processor and website transaction including but not limited to Square and PayPal.

Minimum Qualifications
- A bachelor's degree or equivalent with a concentration in accounting or a business-related field
- Ability to effectively and efficiently use QuickBooks, G Suite, and Microsoft Office

Preferred Qualifications
- Three to five years of QuickBooks experience.

Duties and Responsibilities
1. Enter all transactions from MCU credit card processors, Student Information System (SIS), and website transactions every Monday morning
2. Assist Student Finances and MCU's bookkeeping contractor in tasks relating to the fiscal year-end audit, especially related to Accounts Receivable
3. Maintain confidentiality of information exposed to in the course of business regarding students, supervisors, or other employees.
4. Perform other duties and responsibilities as assigned

Knowledge, Skills, Abilities and Characteristics
- Exemplify MCU's culture and mission: https://www.midwifery.edu/why-mcu/
- Demonstrate a commitment to social justice, equity, and anti-oppression efforts within MCU's educational community of educators and learners
- Embody the concepts of *Crucial Accountability, The Outward Mindset*, and *Leadership & Self Deception*
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good interpersonal and written and verbal communication skills
- Present an aptitude in project management and organizational abilities within a fast-paced, competing priorities environment
- Analyze budgets and identify solutions

Midwives College of Utah is guided by a social justice and equity framework. We are a committed ally to all underrepresented individuals and families who seek access to midwifery care or who strive to become midwifery providers within their communities. Through collaboration and humble listening, we will continually strive to remove existing barriers to recruitment, retention, support and success at MCU as well

as advance our program and profession in achieving inclusivity, cultural humility, and health equity. In doing so, we hope to broaden the reach and benefits of midwifery care for all families and effect widespread social change in the midwifery profession. Please read the following documents to learn more about our commitments to health equity, anti-oppression, and culturally safe care:

Equity & Social Justice Position Statement: https://www.midwifery.edu/equity-and-social-justice/

Equity and Social Justice Agenda: Initiatives and Accomplishments: https://www.midwifery.edu/about-mcu-2/social-justice-initiatives-accomplishments/

Non-Discrimination Policy
The Midwives College of Utah, as an institution of higher education and as a community of scholars and midwives, affirms its commitment to the elimination of discrimination and discriminatory harassment. MCU is committed to providing equal opportunity and equal access and to complying with all applicable federal and state of Utah laws and regulations and MCU non-discrimination policies and procedures: https://www.midwifery.edu/nondiscrimination-policy/
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To apply, send a resume or CV, with a cover letter, to staffhrcoordinator@midwifery.edu
All application materials including cover letter must be submitted as a single .pdf file.