



JOB DESCRIPTION

JOB TITLE: Fiscal Support Specialist	FLSA: Non-Exempt
Department: Business Services- Accounts Receivables	Date Revised: 6/05/2023
Security Sensitive: Yes	Grade: B-21
Reports To: CFO\Comptroller	

Job Summary

Under general direction of the Comptroller, the Fiscal Support Specialist is responsible for the accurate and timely collection and subsequent disbursement of College funds ensuring compliance with federal, state, and College policies.

Essential Functions

- Coordinate the opening\closing of the Bursar Office window;
- Serve as cashier;
- Assist walk-up traffic with prompt and courteous customer service;
- Assist in the processing of all forms of payment to the College;
- Verify AP checks to AP check report and distributes as specified;
- Distribute and reviews checks for vendors, students and employees;
- Maintain control of cash drawers and reconcile trial balances daily;
- Maintain control, issue, and reconcile petty cash requests daily;
- Process daily bank deposits from previous day transactions, and schedule bank deposits with Security Department;
- Verify accuracy of non-credit refund requests;
- Respond courteously to external and internal questions concerning cash payments;
- Provide information and assistance to student inquiries regarding tuition, fees/schedules, etc.;
- Verify accuracy of tuition vouchers, ensuring all required support documentation for each agency is present (in preparation for billing);
- Prepare and invoice third party agencies for tuition and fees for credit and non-credit classes.;
- Interface with agencies to resolve any issues with invoiced payment amounts;
- Receive agency payments and reconcile with invoices;
- Assist with the metering of all USPS and DHL outgoing mail;
- Charge departments for postage, and run monthly reports of these charges;
- Contact students with balances due information;
- Answers incoming Bursar office calls and emails, provides answers to questions, and refers caller to other offices when needed;
- Assist with the registration process;
- Perform record management of files;
- Maintains confidentiality of student records in compliance with the Family Education/Rights and Privacy Act (FERPA);

- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Perform other duties as assigned.

Minimum Education, Skills and Abilities

- High School diploma or GED (Associate degree preferred) and two years clerical/customer service experience;
- Excellent analytical problem solving and customer service skills;
- Basic knowledge of office processes and accounting terms;
- Attention to detail.
- Skills in facilitating and modeling a quality customer service orientation;
- intermediate math skills;
- intermediate MS Excel skills (creating/updating spreadsheets)
- Good customer service skills and ability to communicate effectively;
- ability to exercise independent judgment and work with limited supervision.
- ability to maintain complex filing systems and records;
- Demonstrated ability to prioritize multiple tasks and work independently;
- Demonstrated ability to gather data and compile reports;
- Demonstrated proficiency with student information systems and basic computer software (i.e. Microsoft Word, Excel, Access or other packages required by the Supervisor).

Preferred Education, Skills and Abilities

- Bilingual- fluent in Spanish and English;
- Associates degree or higher;
- three years cash handling or customer service experience;
- Experience with Ellucian Colleague Student Information System.

Work Environment

- Work is in a climate-controlled office with no environmental or work hazards;
- May require long periods of standing.

Special Requirements

- Ability to work a flexible schedule including evenings
- Ability to work under stress
- Subject to a background check prior to employment
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date

