



## JOB DESCRIPTION

<b>JOB TITLE:</b> Fiscal Support Assistant	<b>FLSA:</b> Non-Exempt
<b>Department:</b> Business Services- Accounting	<b>Date Revised:</b> 7/11/2016
<b>Security Sensitive:</b> Yes	<b>Grade:</b> A-12
<b>Reports To:</b> Comptroller	

### Job Summary

Under general direction of the Comptroller, responsible for the process of controlling the daily receipt of and recording of cash transactions into the college computerized accounting system. Maintains mail room functions of receiving and disbursing campus generated and US mail.

### Essential Functions

- Assist walk up traffic at the business office window;
- Distribute payroll and financial aid checks;
- Answer and direct/resolve incoming business office calls;
- Maintain Community Education, NSF, Installment Loans;
- Set up daily cash receipts, tuition and fees and community education screens as necessary;
- Maintain control of cash drawers, reconcile/trial balance daily cash transactions;
- Create cash disbursement transaction records and back-up for approved check requests for Community Education refunds;
- Prepare and invoice third party agencies for tuition and fees for non-credit and miscellaneous billings, as well as corresponding journal entries in some cases;
- Provide assistance/information to student inquiries regarding tuition, fees/schedules etc;
- Serve as terminal operator/cashier and/or cash receipts reconciler during credit registration;
- Maintains and reconciles monthly NSF and Installment Loan repayment files and procedures;
- Receive and disburse US mail and campus mail;
- Prepare outgoing US Mail according to US Postal regulations;
- Maintain record of postage charges for each department and run daily postage reports. Route to Accounts Manager for departmental charge backs;
- Monitor postage meter and purchase additional postage as required;
- Maintain mailbox system by assigning personal mailboxes to employees as required;
- Request purchase order for key replacement as needed;
- Process express/overnight shipments for pickup;
- Provide filing assistance as necessary/required;
- 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;
- Other duties as assigned.

**Minimum Education, Skills and Abilities**

- High School diploma or GED (Associate degree preferred) and two years clerical experience preferred;
- Minimum one year cash handling experience;
- Basic knowledge of office processes and accounting terms;
- Basic math skills;
- Good customer service skills and ability to communicate effectively;
- Proficiency with PCs and associated software applications;
- Able to exercise independent judgment and work with limited supervision.

**Work Environment**

- Sedentary within a climate controlled environment with no exposure to work hazards;
- Walking, bending, good vision and hearing.

**Special Requirements**

- Ability to work evenings during registration or as required;
- Subject to a criminal background check prior to employment.

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