JOB DESCRIPTION

JOB TITLE: Financial Services Assistant I

REPORTS TO: Comptroller

BASIC FUNCTION: Performs specialized accounting functions in the Financial Services Department

CLASSIFICATION: Supervisory and Career Confidential

DUTIES AND RESPONSIBILITIES:

1. Prepares monthly entries related to childcare, foundation billings, and monthly state appropriations.

2. Responsible for reviewing daily bank transactions and distributing to appropriate staff, canceling checks with the college’s bank, reviewing positive pay exceptions, and inputting bank wires.

3. Responsible for the integrity of the college’s check and ACH information in the financial resources system and the college’s check printing software.

4. Distributes daily reports and reconciles the daily accounting transactions.

5. Posts payments received from third party vendors into the college’s student records system and resolves any discrepancies.

6. Performs the monthly reconciliation of sales tax posted between the college’s point of sale system and the college’s financial resources system.

7. Maintains the accuracy of the college journal entry and college deposit files as well as maintains stock on hand and distributes college receipts.

8. Prepares invoice payment documentation for 3rd party services related to financial services and monitors financial services contracts and due dates through I-Contracts.

9. Responsible for maintaining vendor information in the college’s ACH processing software as well as maintaining ACH forms and files.

10. Responsible for printing both accounts payable and payroll checks as well as processing ACH vendor payments.
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11. Assists College staff and students in resolving problems regarding incoming payments.

12. Reviews and posts central stores purchases and maintains a comprehensive listing for the annual financial report.

13. Assists financial services staff with requested administrative duties.

14. Performs all other duties as assigned.

MINIMUM QUALIFICATIONS:

Standard high school diploma or GED required, college-level education preferred. One year of general business office experience required. Experience using a computer and PC software applications such as Excel and Word are required.

Data Entry 1-Vendor: 6,200 Keystrokes Per Hour with 95% accuracy
Basic Math: 70% accuracy
Keyboarding Speed: 35 net words per minute

file: Financial Services Assistant I (Formerly Financial Services Assistant)
revised: 6/2007; 8/31/09, 6/30/14; 8/27/18