



Job Description

Job Title: Business Office Clerk		Position #: 226
Division/Department: Business Office		Location: Business Office
Reports to: Michael Foote		Title: Business Office Director
Position Type: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Student Worker	FLSA Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Hours worked Per Week: 40

POSITION SUMMARY:

Records all funds received and prepare income for deposit by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Process incoming mail for the Business Office.
- Help answer the main phone line for the Business Office and direct calls to the appropriate individual.
- Open/Close Business Office.
- Makes change and issues receipts or tickets to customers in conjunction with input into Jenzabar
- Prepares monthly office supply distribution.
- Responsible for employee check out of gas and supply credit cards.
- Retrieve VA EFT payments for posting.
- Post credit card payments made online.
- Take payments by phone.
- Reconciles petty cash.
- Record and deposit monies collected by other departments.
- Deposit checks received by University Advancement.
- Prepare deposits on monies received by electronic and manual deposits to bank(s).
- Prepares overage checks for students to pick up or be mailed and sends notifications by email.
- Assist with special projects, as required.
- Create and update the policy and procedures manual.
- Maintain To-Do list in Jenzabar
- Assist AR Clerks with Student Accounts as needed
- Record Financial Aid G-5 entries into Jenzabar
- Enter Direct Deposit information from forms submitted by students
- Other duties may be assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience. To perform this job successfully, an individual should have general record keeping, general bookkeeping experience and work in higher education helpful.

COMPUTER SKILLS:

To perform this job successfully, an individual should have knowledge of Microsoft Word and Excel software.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit.



WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.