

FORT SCOTT COMMUNITY COLLEGE
Position Description BU13

NAME: _____ **JOB TITLE:** Accounting Clerk

DIVISION/DEPARTMENT: Business Office

RESPONSIBLE TO: Vice President of Finance and Operations

MONTHS PER YEAR: 12

HOURS PER WEEK: 40

DATE: 10-17

CREDENTIALS/EDUCATION:

- A. Associate Degree required; Bachelor Degree preferred
- B. Knowledge of basic accounting and automated accounting software
- C. Proficient use of spread sheets and word processing
- D. Knowledge of generally accepted office practices and procedures
- E. Ability to maintain a high degree of confidentiality
- F. Experience in payroll processing
- G. Ability to gather and manage data and carry out projects independently
- H. Ability to adapt to a fast-paced, multi-faceted office environment
- I. Ability to communicate with employees, students, and general public

JOB PURPOSE: Responsible to the Vice President of Finance and Operations to provide assistance to support the efficient operations of the business, financial aid, and human resources offices.

MAJOR DUTIES AND RESPONSIBILITIES:

Financial Aid

- Prepare work study packets for new employees
- Post monthly work study payroll
- Correspond with students over phone and email including making student phone calls for missing documents and acceptance
- Track incoming documents needed for student files
- Prepare student files for awarding aid
- Assist with financial literacy workshops (jeopardy and family feud grocery bingo)

Business Office

- Collect timesheets and verify time calculation

- Workstudy monthly report for payroll and posting
- DPS training of new employees
- Credit card training of new employees and maintain the Intellilink system
- Email reminder for payroll
- Backup payroll system nightly
- Reconcile payroll liabilities

Human Resources

- Serve as payroll liaison for employees and payroll processor
- Making and sending all payroll revisions to payroll processor
- Enter new employees into MAPP
- Enter leave requests and accrued paid leave in MAPP
- Filing of payroll and personnel documents

General (in all departments)

- Assist in safeguarding confidential information
- Maintains a wide variety of computerized and manual documents, files and records for the business office, financial aid, and human resources
- Ability to perform a wide variety of tasks in multiple departments
- Ensures that all activities conform to board policies and guidelines
- Reacts to change productively and handle tasks as assigned
- Maintains and operates various office equipment
- All other duties as assigned