

FORT SCOTT COMMUNITY COLLEGE

Position Description BU13

NAME: **JOB TITLE:** Accounting Clerk

DIVISION/DEPARTMENT: Business Office

RESPONSIBLE TO: Director of Business Office

MONTHS PER YEAR: 12 **HOURS PER WEEK:** 40 **DATE:** 4/2025

CREDENTIALS/EDUCATION:

- A. High School graduate or equivalent required; Associate Degree preferred.
- B. Knowledge of basic accounting and automated accounting software.
- C. Proficient use of Microsoft Excel and Microsoft Word products.
- D. Knowledge of generally accepted office practices and procedures.
- E. Ability to maintain a high degree of confidentiality.
- F. Ability to gather and manage data and carry out projects independently.
- G. Ability to adapt to a fast-paced, multi-faceted office environment.
- H. Ability to communicate with employees, students, and general public.
- I. Reacts to change productively and handles tasks as assigned.
- J. Bondable

JOB PURPOSE: Responsible to the Director of Business Office to provide assistance to support the efficient operations of the business office.

MAJOR DUTIES AND RESPONSIBILITIES:

- Daily deposit of non-student monies and reconciliation of all monies received by Fort Scott Community College.
- Prepare and send miscellaneous invoices and monitor receivable balances.
- Prepare and reconcile cash funds for events on campus and distribute petty cash.
- Perform cashier duties related to student accounts including payments and questions.
- Function as front receptionist as needed.
- Assist with submission of collection agency reporting.
- Responsible to assist with annual student statement mailing.
- Ensures that all activities conform to board policies and guidelines.
- Maintains and operates various office equipment.
- Assists other business office personnel for the purpose of supporting them in the completion of their duties.
- Maintain FSCC credit card processing.
- Assist with sales tax reporting to the State of Kansas as needed.
- Payroll processing duties as assigned.
- Assist with accounts payable duties as needed including occasional processing of activity checks for events held after normal working hours.
- Unclaimed property reporting.
- Prepare records for state and local audits.
- Make journal entries as needed to maintain accounts.
- React to change productively and handle tasks as assigned.
- All other duties as assigned.