



Position Title:	Account Services Specialist, Chief	
Reports To:	Campus Bursar	
Department:	Financial Aid Services	Job Code: 4412
Prepared By/Date:	Rosa Ferrer/11-18-2010	Job Group: SNE
Approved By/Date:	Rosa Ferrer/11-18-2010	Salary Grade: 13
Revised:	Jennifer C. Brito/11-18-2009	FLSA Status: Non-Exempt

Summary:

This is specialized supervisory work in coordinating broad accounting functions as well as assisting the administrative supervisor in complex and varied assignments. Work requires the supervision of several clerical employees who perform major tasks in the Accounting Department. Work also requires the exercise of considerable independent judgment in the performance of broad accounting functions. General administrative supervision is received and work is subject to review through conferences and written reports.

Essential Duties and Responsibilities:

- Reviews daily reconciliation reports and prepares the daily deposit of these funds into the College's master bank account
- Acts as custodian of various change funds, receipt books, payroll checks and other sensitive official documents
- Reconciles and prepares journal entries and disbursement requests to replenish different cash funds
- Serves as the student's main contact to assist with all types of HigherOne inquiries, including ordering new/replacement cards and updating the student's data
- Coordinates clerical work assignments to ensure adequate office coverage
- Performs related duties as required.

Knowledge, Skills and Abilities:

- Knowledge of the principal and practices of accounting and the ability to apply this knowledge to work situations
- Ability to supervise, train and monitor the performance of subordinates including full time and part time staff, and student assistants
- Ability to establish and maintain effective working relations with other department employees, and to communicate effectively with students and the general public
- Ability to work effectively in a multi-ethnic, multi-cultural environment

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

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 frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Associate's degree (A.A.) or equivalent from two-year College or technical school and six (6) years of experience in accounting work with some supervisory experience or any equivalent combination of experience and/or training; or equivalent combination of education and experience.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name