



Position Title: Part-Time Accounts Specialist II

Job Class: 8364

Reports To: Program Leader

Grade: B7

FLSA: Exempt

Job Description:

The Part-Time Account Specialist II supports the Cash Management Department.

Duties & Responsibilities:

- Places Stop Payments for vendors, students and employee checks via On Line banking
- Voids and replaces checks for vendors' and students' checks
- Keeps a log of all voids and replacement of checks
- Provides copies of checks to vendors, students, employees and Bursar's offices
- Assists vendors, employees, students and banks with different issues
- Reconciles the web account for the E-checks
- Manages credit card charge backs by complying with individual case requests
- Ensures funds returned from Higher One are returned to students by issuing checks
- Initiates and follows up with the bank for Forged Signature cases
- Assists in miscellaneous department functions as needed
- Voids and replaces credit card refunds and Higher One electronic funds transfers
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- High School and one (1) year experience of accounting, clerical or customer service experience.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name