



**Position Title:** Part-Time Accounts Specialist Senior – Cash Management  
**Reports To:** Treasury Analyst  
**Department:** Cash Management  
**Prepared By/Date:** Martha Arrieta/03/31/2011  
**Approved By/Date:** Tammy Brooks/04/05/2011  
**Revised:**

**Job Code:** 8365  
**Job Group:** Class-R  
**Salary Grade:** W5  
**FLSA Status:** Non-Exempt

**Summary:**

This position supports the Cash Management Department. Responsibilities include accounting and clerical work in maintaining, auditing, analyzing and verifying various financial data and reports.

**Essential Duties and Responsibilities:**

- Answers all daily phone calls
- Reconciles the web account for the E-checks
- Ensure funds returned from Higher One are returned to students by issuing checks
- Voids and replaces credit card refunds and Higher One electronic funds transfers
- Initiates and follows up with the bank for Forged Signature cases
- Keeps all Cash management department logs and related function
- Provides copies of checks to vendors, students, employees and Bursar's offices
- Assists vendors, students, employees and banks with different issues
- Places stop payments for vendor, student and employee checks via online banking
- Voids and replaces vendor, student and employee checks
- Manages credit card charge backs by complying with individual case requests
- Assists in miscellaneous department functions as needed
- Performs other duties as assigned

**Knowledge, Skills and Abilities:**

- Possess good clerical and organizational skills
- Possess good interpersonal skills
- Proficient in Microsoft Office Suite programs (Word, Access and Excel)
- Ability to create spreadsheets, assemble and organize data
- Ability to interact well with students, faculty, staff and the community and work in a multi-ethnic/ multi-cultural environment
- Ability to communicate effectively both orally and in writing
- Must be able to exercise independent judgment

**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.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

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

- Four (4) years of experience in accounting and two (2) years of college from a regionally accredited institution; or an equivalent combination of experience and training

**ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name