



Position Title: Part-Time Budget Clerk

Job Code: 8365

Reports To: Director, Student Life

Grade: W5

FLSA: Non-Exempt

Job Description:

The Part-Time Budget Clerk is responsible for processing all routine budgetary and general accounts payable functions. This individual works closely with the Director in ensuring all procedures are carried out according to funding specifications and all program budgetary deadlines are met.

Duties & Responsibilities:

- Implements, supervises and ensures that all that all proper procedures are followed for Agreement for Services contracts, disbursement requests, and travel reimbursements, and general accounts payable functions
- Maintains internal records of projected expenditures
- Ensures that all expenditures are justified according to funding specifications
- Prepares monthly and quarterly budget reports and is familiar with the particular requirements that govern each of the budgets
- Ensures that proper records and time frames are adhered to
- Ensures that separate record keeping systems are established and maintained
- Verifies accuracy and suitability of documentation
- Follows-up on rejection or pending transaction
- Produces and develops Excel spreadsheets
- Supervises the maintenance of departmental records, personal logs, program filing system, database management and student records
- Prepares the Colleges on-line (Odyssey) work request and budget management for the entire program
- Performing other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- 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
- Possess computer skills, including the use of Microsoft Office applications

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name