

ACCOUNTING SPECIALIST (GENERAL)

GENERAL STATEMENT:

Perform cash handling functions at the cashier window including receiving and recording payments from students and other parties and disbursing petty cash payments; perform other Accounting Services duties as needed.

REPORTS TO:

Director of Accounting Services and Controller

OCCUPATIONAL GROUP:

Secretarial and Clerical

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED with specialized courses in accounting, business or closely related field; Associate degree preferred.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Two (2) years' experience in computerized clerical accounting applications, accounts receivable, cashiering, or related area required. Experience in higher education desirable.

OTHER:

Data entry skills, use of basic office equipment, knowledge of cash handling, balancing and control procedures, and accounts receivable processes. Must demonstrate interpersonal skills and effective communication. Attention to detail and ability to work well under time constraints and frequent interruption with a high level of accuracy. Customer service orientation. Microsoft Windows and Office (Excel, Word, Outlook) desirable.

DUTIES AND RESPONSIBILITIES:

Primary

- Assist and answer questions from students, faculty, administration and public regarding student account balances and other college related information.
- Transact business at the cashier's window.
- Maintain the cash drawer, balance cash daily.
- Serve as the primary backup for the Accounting Specialist (Accounts Receivable)
- Assist in maintaining overdue balance process including placing student accounts in overdue status and placing or releasing holds on student accounts.
- Recommend enhancements to accounts receivable related policies and procedures; implement upon approval by the Controller.
- Participate as required in the registration process and freshman orientation.

Secondary

- Serve as assistant to department staff members responsible for general ledger, bank account reconciliation, accounts payable, grant accounting, fixed asset accounting, regulatory and financial reporting, and other related duties as needed.
- Other duties as assigned by the Director of Accounting Services and Controller, or other appropriate supervisory personnel.

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PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.
- May require irregular evening or weekend hours.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved:
JD473

Revised: 8/21/18