

## Job Description

Title: Business Office Specialist	Salary Band: B23
CBA Position: KCSS	Band Range: \$36,551 to \$51,172
Department: Business Office	FY14 Budget: \$41,944.92
Reporting Manager: Dean of Business Affairs	Account Number: 01_8020_1802_5106001
Direct Reports: No	ICCB Class: Support Staff
FLSA: Non-Exempt	KC Status (Class): Support Staff
Expected Hours of Work: 40	POSD: 1802-SPEC-BUSN

### Job Summary:

Provide service for all students and staff regarding their registrations, payments and miscellaneous items.

**Supervisory Responsibilities:** No, however may coordinate the work of part time and student workers.

### Minimum Qualifications/Basic Job Requirements:

- High School Diploma or equivalent
- 3-5 years of accounting support function, including customer service experience

### Illustrative Examples of Essential Functions:

- Assist with the coordination of the accounts payable processes for the Business Office.
- Process, tuition refunds, counter transactions, ; provide assistance with accounts payable functions.
- Make deposits for various departments and organizations of the College.
- Disburse student loan checks and other financial aid checks.
- Maintain pertinent documents for student records.
- Monitor and process financial activities such as process NSF checks, collection agency transactions, student debtor listings, 1098T documents, deregistration for nonpayment and other essential financial documents.
- Receive and process student tuition appeals.
- Post transactions to the general ledger, balance general ledger accounts and research and resolve discrepancies in account balances for all grant funded accounts.
- Record budget adjustments, create and post end of month and end of year journal entries for all grant funded accounts.
- Provide training, documentation, and other support services to managers of grant funded accounts as directed or needed.
- Support Business Office staff by serving as an initial point of contact for faculty, students, staff ,and members of the public by receiving visitors at the front desk, answering phones, or responding to other correspondence as necessary
- Perform other duties of a similar nature as directed.

### (Core Competencies) Knowledge, Skills, and Abilities:

- Possess excellent organizational skills
- Ability to effectively manage multiple and competing priorities
- Demonstrate clear and effective written and verbal communication skills
- Provide strong and clear communication, customer service, and inter-personal skills
- Self-initiative and ability to work independently
- Demonstrate an understanding of basic accounting practices, including the entry, management, reconciliation of general ledger accounts
- Able to cooperatively work with diverse groups of students and staff
- Understanding of general administrative processes and procedures
- Understanding of Microsoft Office Productivity Suite
- Understanding of basic computer operations and office equipment
- Demonstrates efficient keyboard and data entry accuracy and speed

**Workload Summary:**

*(Special physical requirements necessary for performance of the job)*

- Work is normally performed in a general office setting
- Work is conducted in a busy office environment with frequent interruptions
- This position requires light physical activity and movement

**Disclaimer:**

Kishwaukee College is an Equal Employment Opportunity Employer and any reasonable and timely accommodations in compliance with the Americans with Disabilities Act will be made upon documented request by the employee.

01/2014