

Job Description

Title: Office Clerk	Salary Band: B21
CBA Position: KCSS	Band Range: \$31,677-\$44,348
Department: Business Office	FY14 Budget:
Reporting Manager: Dean of Business Affairs	Account Number:
Direct Reports: Yes	ICCB Class:
FLSA: Non-Exempt	KC Status (Class): Support Staff
Expected Hours of Work: 40	POSD:

Job Summary:

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

Supervisory Responsibilities: Yes, may coordinate the work of part time and student workers.

Minimum Qualifications/Basic Job Requirements:

- High School Diploma or equivalent
- 1-3 years of accounting support function, including customer service experience

Illustrative Examples of Essential Functions:

- Process registrations, tuition refunds, counter transactions, administrative withdrawals of students and certificates; 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.
- Assist in the maintenance of pertinent documents for student records.
- Assist in the monitoring and process financial activities such as process NSF checks, collection agency transactions, student debtor listings, 1098T documents, and other essential financial documents.
- Assist and 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
- 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