POSITION ANNOUNCEMENT

FISCAL TECHNICIAN LEAD
(Financial Services)

OPENS: September 23, 2011 CLOSES: October 17, 2011 at 5:00 p.m.

MONTHLY SALARY: $2426 (starting) Periodic increases to $2466-$2583-$2705-$2832-$2971-$3041


SCHEDULE: Full time, 40 hours per week. Hours may vary during peak times and some evening and weekend work may be required.

DESCRIPTION:

Under general supervision of the Accounting Manager, the Fiscal Technician Lead uses established guidelines and exercises independent judgment in the performance of assigned tasks such as receiving and disbursing funds, preparing receipts, verifying daily records of receipts, consolidating cash receipts and deposits, recording monetary transactions, making adjustments to funds, maintaining records, preparing bank deposits, preparing and inputting data as required by Washington State and Federal Requirements.

The Fiscal Technician Lead also reviews and verifies daily transactions for all Fiscal Technicians who work in the Cashiers Office to ensure accuracy of transactions processed. Responsible for ensuring that daily deposits and credit cards are processed, deposited and posted. Responsible for maintaining adequate balances of change funds during peak processing times. Reviews, analyzes and determines how to resolve errors and/or discrepancies. Answer complex calls and/or inquiries from customers, including students, Financial Services staff and the campus community. Maintain and coordinate office needs, such as supplies needed for daily processing. Train employees in cashiering and monitor accuracy of work. Coordinate with Accounting Manager to ensure adequate staffing of Cashier’s Office, especially during peak times, breaks and lunches. In the absence of the Accounting Manager, answer questions and make decisions about unpaid student accounts as directed.

RESPONSIBILITIES:

- Receive and disburse funds using automated financial management system. Issue receipts for payments received by cash, check, or credit card. Verify, consolidate, and balance cash receipts, prepare reports, prepare daily bank deposits. Balance cash and other financial records daily.

- Develop, maintain and follow written internal control processes and procedures to ensure safety of cash assets of college.

- Compute fees and input data into computerized cashiering system, make cash and accounting adjustments to student accounts, including refunds and fee transfers.

- Maintain and monitor Student Tuition Payment Plan. Enroll students in payment plan, reviewing contractual obligations, determine payment amount and schedule. Notify registration of students to be dropped for non-payment, assess late fees, and reconcile student accounts to the general ledger on a quarterly basis.
• Maintain, balance and replenish cashier change funds, disburse change funds to college departments as appropriate.

• Assist in processing of customer and student billing. Examples include: entering bookstore charges, compiling billing documentation, sorting invoices, and mailing bills as required.

• Recommend improvements in processes and procedures related to cashiering and student accounts.

• Perform clerical duties including preparation of mail, filing, and preparing reports, respond to inquiries regarding departmental procedures and services, answer telephones. Operate equipment necessary to perform duties.

MINIMUM QUALIFICATIONS:

• High school graduation or GED equivalency; some college, vocational, or business school training in accounting is preferable.

• Two to three years of cashiering, general clerical or fiscal experience, such as a bank teller.

• Demonstrated leadership skills

PREFERRED QUALIFICATIONS and COMPETENCIES:

• Some College, Vocational or Business school training in Accounting.

• Prior experience in a fiscal environment in a Washington State Community or Technical College.

• One year of lead or supervisory experience.

• Ability to accurately processing a high volume of cash, checks and credit card transactions under time constraints.

• Excellent customer service skills.

• Demonstrated ability to prioritize multiple tasks in the same timeframe, handle interruptions appropriately and return to incomplete tasks.

• Track record of supporting teamwork and cooperation through open and honest communication.

• Proven ability to actively contribute to a work environment that embraces diversity and uses diverse perspectives to enhance the attainment of organizational goals.

• Two years experience effectively using database and spreadsheet programs such as Microsoft Access and Excel.

• One year experience effectively using word processing and calendar software such as Microsoft Word and Outlook.

• Proven ability to access and move between multiple databases to search for and enter or update information.

• Proven ability to independently compose written responses to emails and letters from customers with questions, problems, and/or requests for information.

• Demonstrated ability to work with minimal or no supervision.

• Ability to remain calm, focused and professional in difficult and stressful situations involving internal and external customers.

PHYSICAL/ENVIRONMENTAL REQUIREMENTS:

• Sitting for sustained periods of time.

• Long periods of standing and walking depending on work demand.

• Frequent use of fingers and hand due to keyboarding, computer usage and data-entry.

• Constant noise level due to several conversations at one time, typically not quiet.

• Work in high-volume customer service center with contacts fluctuating to as many as 200+ per day, during peak enrollment periods.

CONDITION OF EMPLOYMENT:

• Must submit to and successfully pass a National Criminal History Background Check.
APPLICATION PROCEDURES

Application materials may be downloaded from our website at http://humanresources.highline.edu/job/job_listings.php. If you have any difficulty downloading the application materials please call our HR main line at 206-878-3710 ext. 3601.

Please note:

To be considered for this position, you must submit all four of the items listed below.

1. A Highline Community College application form (make copy and keep for your records);

2. Current Resume;

3. A letter of application that addresses your qualifications as they relate to the skills, abilities and qualifications set forth in this announcement;

4. A one page response to the following:
   How does your previous education or professional experience contribute to your effectiveness in promoting a climate of multicultural understanding and appreciation at Highline Community College?

All materials must be received in Human Resources no later than 5:00 p.m. on October 17, 2011.

Completed materials may be e-mailed to jobs@highline.edu, faxed to (206) 870-3773, or returned by mail or in person to the address below.

By mail:  
Highline Community College  
Human Resources, MS 99-200  
P.O. Box 98000  
Des Moines, WA 98198-9800

In person:  
Highline Community College  
Human Resources, Building 9  
23835 Pacific Highway S.  
Kent, WA 98198

To learn more about Highline Community College, its mission, culture and classes, visit www.highline.edu.

NOTE:  
This is an agency shop bargaining unit position. As a condition of employment you must within thirty days after appointment, (1) become a member of Washington Public Employee’s Association, OR (2) pay a representation fee, OR (3) pay a non-association fee. Nonpayment of such a fee is grounds for dismissal. Any dispute between the employee and the WPEA as to the amount of the representation fee can be resolved only under procedures provided by the WPEA, and not the employer.

HIGHLINE COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER AND EDUCATOR AND OPERATES UNDER AN AFFIRMATIVE ACTION PLAN. THE COLLEGE STRONGLY ENCOURAGES QUALIFIED MEN AND WOMEN OF ALL RACES, RELIGIONS, AND ANCESTRY; DISABLED AND VIETNAM ERA VETERANS; AND PERSONS OF DISABILITY TO APPLY. APPLICANTS WITH DISABILITIES WHO REQUIRE ASSISTANCE WITH THE RECRUITMENT PROCESS WILL BE ACCOMMODATED TO THE EXTENT REASONABLY POSSIBLE. TO REQUEST ACCOMMODATIONS CALL (206) 878-3710 EXTENSION 3220 OR TTD FOR THE DEAF AND HARD OF HEARING AT (206) 870-4853. If hired, you will be required to provide proof that you are either 1) a U.S. citizen, or 2) an immigrant whose status permits you to lawfully work in this country. All materials submitted become the property of Highline Community College and cannot be returned. Personal copies need to be made prior to submitting application materials to the Human Resources Department. Copying services are not provided by the Human Resource Office. Any corrections, modifications, or changes relating to this position announcement will be posted in the Human Resources Office, Building 9, Highline Community College.