

## Position Description - Classified

### Purpose of the PD:

- To record the essential functions of the position
- To record special requirements
- To record required knowledge and skills to perform the duties of the position
- To record special working conditions
- To aid in recruitment and selection
- To establish Management's expectations
- To provide a base for managing performance

### Position Status:

Working Title		Position Number
Bilingual Receptionist		E99592
Classification Title		Classification #
Office Specialist 2		C0104
Position Type (FT/PT / Limited Duration)	Regular / Academic Year / Seasonal / Intermittent	FLSA Status
Full-Time	Temporary	Non-Exempt
Work Location		Department / Division
Monmouth-Polk		Accounting & Business Services/VPFA
Reports to		Reports to Position Number
Director of Accounting/Interim Controller		E99665
Incumbent		University ID #
TBD		

### Program Information:

A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University's mission.
This position is in the Western Oregon University Accounting & Business Services. Accounting & Business Services is responsible for the financial management of the institution and processing and reporting for all financial transactions. The operation of Accounting & Business Services directly affects each of the institution's employees, students, suppliers, student sponsors, some employees of other state agencies, and some members of the public. Accounting & Business Services has eleven employees, excluding student employees and temporary hires.
B. Describe the purpose of this position and how it functions within this program.
The purpose of this job/position is to provide data entry and clerical support for Accounting & Business Services and accounts receivable function, including responding to debtors' questions and assisting with the maintenance of files, receivables, and student information systems.

### Position Information and Qualifications:

A. Description of Duties/Responsibilities – List the major duties assigned to the position. Note percentage of time each listed duty is performed to total 100%. Indicate "E" = Essential, "R" = Revised	
Percent of Time	Duties
35% (R)	<b>Accounts Receivable (EF)</b> <ul style="list-style-type: none"> <li>• Performs accounts receivable-related data entry – daily</li> <li>• Assist with maintenance of the financial side of the Student Information System</li> <li>• Prepare and mail student billing statements each month</li> <li>• Maintain current addresses from revolving charge and emergency loan contracts, envelopes, cashier receipts, and forwarding address forms from the Post Office – weekly</li> </ul>

	<ul style="list-style-type: none"> <li>● Search for new addresses on returned bills and refund checks. If no new address, and not a current student, put “stop billing” on account – weekly</li> <li>● Revolving Charge Form Processing including A/R holds and follow-up, including document imaging approvals</li> <li>● Answer questions from students regarding accounts – daily</li> </ul>
30% (R)	<b>Accounting &amp; Business Services Receptionist (EF)</b> <ul style="list-style-type: none"> <li>● Answer phones, greet visitors and direct visitors to appropriate staff</li> <li>● All Accounting &amp; Business Services mail sorted and distributed within the office</li> <li>● Check log completed daily and submitted to the cashiers for processing</li> </ul>
25% (N/R)	<b>Other duties (EF)</b> <ul style="list-style-type: none"> <li>● Coordinate IT Service/Repair on equipment</li> <li>● Takes minutes at meetings</li> <li>● Vendor entry as backup</li> <li>● Filing for Controller</li> <li>● Accounts payable invoice entry as needed</li> <li>● Respond to routine questions from debtors – daily</li> <li>● Check escheatment processing annually for both accounts receivable and accounts payable</li> </ul>
5%	<ul style="list-style-type: none"> <li>● Supervise and train student workers for Accounting &amp; Business Services</li> <li>● Maintain payroll records, develop and distribute student work schedule</li> </ul>
5%	Other Duties as Assigned

### Working Conditions:

Describe special working conditions, if any, that are a regular part of this job. Include frequency of exposure to these conditions.

The job requires occasional lifting (up to 25 pounds). Accounting & Business Services can be noisy and crowded at times. Flexible lunch hour. Many distractions (students as well as office staff needing a task done). Multi-tasking skills are necessary for this position.

### Guidelines:

List any established guidelines used to do this job, such as state or federal laws or regulations, policies, manuals or desk procedures.

Accounting & Business Services and institutional procedures and policies.

How are these guidelines used to perform the job?

These guidelines provide information on proper transaction processing.

**Work Contacts:**

Who contacted	How (email / phone / etc.)	Purpose	How often?
Debtors (students and vendors)	Phone, in person	Billing questions, payment collection	Daily
Institutional staff	Phone, in person	Discuss billing	Frequently
Accounting & Business Services callers and visitors	Phone, in person	Provide help	Daily

**Job Related Decision Making:**

Describe the kinds of decisions likely to be made by this position. Indicate effect of these decision where possible.
This position can make decisions related to receivables billing. These decisions affect the institution's financial position and public relations. This position also determines where incoming calls and Accounting & Business Services visitors are directed for help.

**Review of work:**

Who reviews the work of this position? (List classification title and position number). How often? Purpose of the review?
This position is reviewed by the Controller annually, and periodically as needed.

**Additional Job-Related Information:**

Any other comments that would add to an understanding of this position
This position assigns and reviews the work of the student employees.
Special Requirements / Preferred Qualifications
Bilingual required
Budget Authority: If this position has authority to commit agency operating money, indicate in what area, how much (annually) and type of funds:
N/A

**Acknowledgement:**

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Reviewer (VP / Director)	Reviewer Signature / Date
Appointing Authority (Human Resources)	Appointing Authority Signature / Date
Heather Mercer	

**HR USE ONLY:**

Received by		Date	
Position Class # (Ex. C0104)	Employee Class	Job Location	Appointment Percent
CUPA-HR# / Title	NOC Code	Category Code	SOC Code
Actions Taken			
	NBAPBUD / NBAPOSN		
	NBAJOBS		
	PEAFAC		
	Electronically Filed		