

Position Description - Classified

Position Status:

Working Title		Position Number
Accounting Support Specialist		E99234
Classification Title		Classification #
Accounting Tech		C0201
Position Type (FT/PT / Limited Duration)	Regular / Academic Year / Seasonal / Intermittent	FLSA Status
FT	Regular	Eligible
Work Location		Department / Division
Monmouth - Administration Building		ABS
Reports to		Reports to Position Number
Dona Vasas		E99702
Incumbent		University ID #
TBD		

Program Information:

<p>A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University's mission.</p> <p>This position is located in Accounting & Business Services (ABS) at Western Oregon University. ABS is responsible for the processing and reporting of all financial transactions for the university. The operation of the office directly affects each of the institution's employees, students, suppliers, student sponsors, some employees of other state agencies, and some members of the public. Operations are vital to the independent operation of the institution. The office has eleven employees, excluding students and temporary hires.</p>
<p>B. Describe the purpose of this position and how it functions within this program.</p> <p>This position serves as the cashier in ABS and processes all payments received by and for the university for all campus locations. This position also reconciles all payments received by and for the university, verifying the accuracy of the transactions by tracking through the accounting system.</p>

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
60% E	CASHIERING DUTIES <ul style="list-style-type: none"> • Maintains security of cash and documents in the cashier's area • Reviews and finalizes cashier sessions containing cash • Controls and accounts for petty cash and short-term cash advance funds • Coordinate daily transactions to: • Facilitate receipt input • Prepare bank deposits • Balance cash • Prepare required reports • Reconciles with bank/Oregon State Treasury/USSE • File and distribute cash reports • Disburse checks (financial aid, travel advances, institutional loans, etc.) • Maintain familiarity with Banner SIS, institutional accounting system, and institutional policy so that receipt transactions are properly processed and documented • Reviews current policy and procedures and recommends needed changes to the appropriate institutional officials • Reconciles NSF checks, petty cash, and short-term advances • Balances daily cash summaries to USSE cash receipt reports, Visa deposits, ACH transactions and makes necessary corrections • Issues scholarship letters to donors and NSF letters • Process daily mail for Accounting & Business Services
20% E	OTHER REGULAR DUTIES <ul style="list-style-type: none"> • Coordinates acquisition of extra cash for bookstore and MBS and its return • Reviews fee documents to facilitate balancing and input • Provides information to supervisor on how to improve the process • Provides daily head count information
15% E	REVOLVING CONTRACTS - STUDENT INQUIRES <ul style="list-style-type: none"> • Revolving Charge Form processing • A/R holds and follow-up • Document imaging approvals • Assist with Phone & Email Inquiries
5%	Special Projects & 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.

Contact with angry individuals is common. Office can be noisy at times.

Guidelines:

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

- Desk Manual

How are these guidelines used to perform the job?

Provides guidance in processing and reconciling transactions.

Work Contacts:

Who contacted		How (email /)	Purpose	How often?
	Internal	Email/Phone	Inquiries	Daily
	External	Email/Phone	Inquiries	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 is responsible for routine decision making for the institution's cashiers. Unusual items are usually referred to a supervisor. Correcting errors relating to posting of payments, deposits, and receipt of funds is an important function of this position.

Review of work:

Who reviews the work of this position? (List classification title and position number). How often? Purpose of the review?

- Bursar
- Banner System Auditor/Bursar (E99702)

Additional Job-Related Information:

Any other comments that would add to an understanding of this position
Processing deadlines may create pressure. This position may be asked to fill in for, or represent the Bursar at meetings, projects, or presentations as requested.
Special Requirements / Preferred Qualifications
Required: <ul style="list-style-type: none"> Minimum of three years progressive responsible cash handling, internal control, bookkeeping or accounting experience required. Preferred: <ul style="list-style-type: none"> Money/Cash handling skills Working knowledge of appropriate internal controls Knowledge of business principles Working knowledge of Ellucian Banner SIS and FIS Knowledge of cashiering procedures
Budget Authority: If this position has authority to commit agency operating money, indicate in what area, how much (annually) and type of funds:
None

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

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		