

Position pending board approval

ADMINISTRATIVE & TECHNICAL ASSISTANT FOR THE CHIEF FINANCIAL OFFICER

Reports to: Chief Financial Officer
Classification: Full-time, 12-month Employee
Pay Status: Hourly, Level V, Non-exempt
Fringe Benefits per Board Policy
Minimum Starting Salary: \$13.50 per hour
Revised: October 2020

Purpose of Position: This is a full-time, 12-month position that reports to and is directly supervised by the Chief Financial Officer. This position provides technical assistance for Cashiering, Accounts Receivable, as well as performs a variety of administrative assistant functions for the Chief Financial Officer.

Essential Functions

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.
3. Be familiar with college policies and procedures.
4. Provide aid with cashiering services:
 - a. Greet and provide premiere assistance to internal and external customers including face to face conversations, answering the telephone, transferring calls, and responding to emails in a courteous and friendly manner;
 - b. Receive and prepare computer generated receipt for all monies including student payments, payment plan automatic deposits, other miscellaneous automatic bank deposits, bookstore deposits, travel return monies, and other monies;
 - c. Identify and assist with discrepancies between the dorm application fee query and valid housing contracts and other queries, as needed;
 - d. Assist students with the completion of installment payment plans;
 - e. Maintain the Business Office portlet for myNeosho;
 - f. Assist with student requests and answer basic questions related to the Business Office portlet on myNeosho;
 - g. Help explain and answer questions regarding student account balances;
 - h. Perform basic troubleshooting as issues arise;
5. Provide aid with accounts receivable services:
 - a. Assist with student billing;
 - b. Increase communication with students, such as drafting email reminders to students prior to class start dates and ensuring they have student account information;
 - c. Update and perform audit of student hold list each semester;
 - d. Assist with communication related to student advisors;
 - e. Help with 3rd party agreements and billing;
 - f. Assist with monitoring and turning over past due accounts for collection agencies on a regular basis;
 - g. Help with balancing the A/R aging reports to the general ledger;
6. Take primary role in keeping documents scanned and filed on a daily basis.

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7. Monitor the Payments Email Account, processing messages as appropriate and responding to inquiries as needed.
8. Perform standard office tasks to assist Chief Financial Officer:
 - a. Handle routine matters relating to the daily operation of the office;
 - b. Schedule and maintain appointments for the Chief Financial Officer;
 - c. Prepare and submit requisitions and budget transfer forms, travel requests and expense forms, and make travel arrangements;
 - d. Transcribe notes, prepare and file correspondence, and maintain an effective and efficient filing system;
 - e. Assist with creation of brochures, flyers, etc. for student account information;
 - f. Serve as recording secretary for committees as assigned. Track approval of minutes and upload to myNeosho;
 - g. Supervise service scholarship and/or work-study positions;
9. Serve as backup to the Cashier and Accounts Receivable Clerk on the Chanute Campus.
10. Travel to Ottawa and assist the Ottawa Cashier when needed.
11. Perform other duties as requested by the Chief Financial Officer.

Required Knowledge, Skills and Abilities

1. Excellent interpersonal skills, excellent verbal and written communications skills, ability to work effectively with all levels of employees. Ability to project a positive and professional image to students and employees.
2. Exceptional attention to detail and accuracy, outstanding data entry skills, and excellent organizational skills.
3. Proficiency with office equipment such as copiers, scan and fax machines, as well as expertise in utilizing a computer, particularly Microsoft Word, Excel and Outlook is essential.
4. Ability to learn and implement complex technical procedures.
5. Ability to work well under pressure and to reliably meet deadlines in a fast-paced environment.
6. Ability to maintain the confidentiality of fiscal functions, such as passwords, etc.

Education and Experience

1. Bachelors preferred, preferably in the area of responsibility.
2. Associates degree required, and/or specialized skills required; AND 3 years of experience required, preferably in area of responsibilities;
3. OR High School Diploma or GED required, plus 7 years of work experience in area of responsibilities required.

Working Conditions

1. Work is normally performed in a typical interior / office work environment.
2. Ability to sit in an office chair for long periods while operating a personal computer is required.
3. Ability to reach and work overhead on an occasional basis is required.
4. Occasional lifting of items weighing 10-20 pounds is required.
5. Some travel during normal working hours may be required.
6. Some overtime may be required, as well as some flexibility in occasional early or late hours.

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Application:

Please submit a letter of application, resume with names and phone numbers of five references, unofficial transcripts, and NCCC employment application to:

Human Resources Director, Administrative & Technical Assistant for the Chief Financial Officer, Neosho County Community College, 800 West 14th Street, Chanute, KS 66720 or Email to hr@neosho.edu.
Employment application available at <http://www.neosho.edu/careers.aspx>.

Review of applications begins upon receipt.

NCCC is an EOE/AA employer

Non-Discrimination

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>