

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2018**

FINANCIAL SERVICES SPECIALIST

FLSA STATUS: NON-EXEMPT – PAY GRADE: 10 - C

JOB FAMILY: OFFICE/ADMIN SUPPORT JOB FUNCTION: ADMIN SUPPORT SERVICES

GENERAL STATEMENT OF JOB

Employee provides general and administrative support for the Finance departments. Incumbent is responsible for ensuring administrative support and adhering to compliance rules and regulations regarding the management of financial and procurement records. The specialist is expected to be able to independently coordinate and complete multiple tasks and projects within established timeframes.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Analyze and review the performance of administrative functions under charge for the purpose of improving efficiency, maximizing resources, and ensuring accuracy in task performance.

Prepare and compile intra- and inter-departmental communications, i.e., managerial directives, dissemination of college/department policy and procedure, meeting agendas.

Prepare and process records (both paper and electronic), documents, correspondence and other materials of a sensitive nature.

Coordinate the information from department managers related to Board items and assist with timely submission of Board items to appropriate parties as needed. Assist department managers with Board item preparation as needed.

Provide guidance, and information to directors, and other appropriate staff regarding records and forms creation, maintenance, filing, retention and disposal requirements.

Coordinate and maintain department filing system, to include supervisor's files, department personnel files, and all department records, forms, and reports.

File and retrieve various records, files, forms, and/or related department documents as directed. Work with Central Stores to retrieve and send sensitive records for the department.

Handle phone, email and postal mail inquiries and respond appropriately.

Coordinate the accurate and timely completion of both routine and non-routine administrative department functions, and delegate's tasks to support personnel where applicable.

Coordinate and oversee the preservation of archival records for the finance and purchasing department. This includes coordinating and directing departmental staff on matters related to their document storage and retention so that items are managed in accordance with record retention rules. Is responsible for the accurate completion of retention forms for the department.

Assists in scanning records for retention as needed as well as coordinating the same for larger batches of

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records needing preservation.

Assist supervisors in the Finance department with new hire and termination processes.

Manage copiers and printers within the department to insure that they are in good working order. Is expected to work with the vendor to make sure that copiers are kept in good repair and all supplies are available for other staff to use.

Monitor the activity in departmental budgets and provide monthly expense summaries to supervisor. Position should investigate unexpected variances.

Manage the contract for document shredding for the AO Building. This is to include coordinating additional pickups of documents for other departments and to manage the budget related to document destruction for the AO building.

Maintain department/supervisor's calendar, arranging and/or monitoring scheduling for seminars, training, meetings, travel, and related department functions. Assist staff with their travel arrangements as necessary.

Assist supervisor in budgetary responsibilities, i.e., development, revision, analysis.

Responsible to manage department supply purchases, order supplies and track inventory for the finance department. Position will coordinate items to purchase based upon requests from departmental managers insuring that requests conform to College standards and practices as well as they fit within the department's budget.

Maintain current training on Red Flags and student financial procedures so that the position is able to assist answering student phone calls during peak periods. Assist student financials staff in processing bills during peak periods. The currency of student financial procedural processes is expected to be kept up by acting as a backup for accounts receivable processing.

Perform related duties as required.

SUPERVISION RECEIVED

Supervision is received from the supervising administrator.

SUPERVISION EXERCISED

None

MINIMUM QUALIFICATIONS

High school diploma or high school equivalency degree supplemented by two (2) years of experience in record retention, and customer service.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

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Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).