

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2000**

LEAD BUSINESS OFFICE SPECIALIST

FLSA STATUS: NON-EXEMPT - PAY GRADE: 13 - C

GENERAL STATEMENT OF JOB

The Lead Business Office Specialist provides daily supervision to the business office, performs business office clerical support tasks, and provides interface with students and employees in various College departments regarding business office transactions. An employee in this position performs computer terminal tasks related to routine and specialized transactions. Working in a lead capacity to provide daily supervision, an employee in this position provides work direction and instruction to other business office personnel. Employees in this class must be aware and have a basic knowledge of various departments at the college, extending from students to college wide programs and services.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Manage, supervise and instruct Business Office Personnel on methods, procedures and policy interpretation.

Conduct periodic staff performance evaluations on assigned staff; interview applicants and make hiring recommendations; determine subordinates work schedule.

Create and adjust monthly work schedules for Business office personnel to ensure adequate coverage for Campus Business Office. Provide justification for overtime and temporary employee needs during registration and year-end closing.

Perform data input and retrieval tasks relating to student registration, third party vouchers, financial holds, status of financial aid checks, accounts payable, purchase orders, disbursement requests, veterans deferments, short term loans, and other business office transactions.

Interface with students, providing information and answers to questions relating to status of financial aid checks, financial holds, student account status, refunds, documentation for financial aid requests, and other relevant transactions.

Interface with local businesses regarding payments for continuing workforce education, and coordinates billing information with both academic departments and the finance department.

Review invoices for accuracy. Check and code invoices, and perform input to complete accounts payable transactions paid through the computerized system.

Research financial aid calculation/audit worksheets, and submit worksheet information to the finance department for payment by check to students.

Perform complex audits of student accounts, researching financial status; determine corrective actions; coordinate resolution of overpayments; and receive payments from students.

Research student account information to determine whether refunds are due or debt is owed, and make decisions in cases in which debt overrides should be given to students. Determine eligibility for financial overrides; authorize and complete overrides.

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Serve as custodian of petty cash and change funds on campus. Review and audit petty cash and change fund accounts on a weekly basis, or more frequently as assigned.

Perform daily balancing and reconciliation activities for cash, checks, and charge card transactions, and prepare bank deposits and daily cash reports.

Review and audit daily cash transmittal reports for accuracy and completeness. Interface with local bank and finance department if discrepancies are found with daily bank deposits.

Review and monitor business office payroll audit functions. Perform payroll audit functions which include batching and auditing time cards, verifying proper completion, approvals, hours and rates; and submit time cards to District Payroll in the absence of subordinates.

Maintain, file, sort, process, retrieve and distribute routine and specialized manual records, documents, files, and logs, as assigned.

Interpret, compile, and verify data in the preparation of regular and special forms and reports.

Operate a personal computer terminal using appropriate software packages, including word processing and spreadsheet applications, along with job-specific specialty and mainframe applications.

Perform other related duties as assigned.

SUPERVISION RECEIVED

Supervision is received from the Director of Administrative Services.

SUPERVISION EXERCISED

Supervision is exercised over other business office personnel, part-time cashiers, and student workers.

MINIMUM QUALIFICATIONS

Requires a high school diploma or high school equivalency supplemented by a minimum of three (3) years of related experience.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

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.

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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).

Effective: 07/02