

FORT SCOTT COMMUNITY COLLEGE

NAME: _____ **JOB TITLE:** Accounting Clerk

DIVISION/DEPARTMENT: Business Office

RESPONSIBLE TO: Director of Business Operations

MONTHS PER YEAR: 12 **HOURS PER WEEK:** 40 **DATE:** 02/2021

CREDENTIALS/EDUCATION:

Associates Degree or 5 years' experience required; Bachelors in Accounting preferred
Background in accounting including ledgers, budgets, purchase orders and receipts
Knowledge of generally accepted office practices and procedures
Proficient use of spreadsheets and word processing
Ability to maintain a high degree of confidentiality
Complete written reports and financial statements accurately
Detect and reconcile discrepancies in financial records
Ability to communicate with employees, students, and general public
Gather and manage data to carry out projects independently

JOB PURPOSE:

Responsible for maintaining accurate accounting transactions.

MAJOR DUTIES AND RESPONSIBILITIES:

- Maintain accurate financial grant records for the purpose of documenting activities, providing reliable and timely information to comply with various agency and audit requirements.
- Prepare financial statements for monthly board meetings, tax return reports, and donor recognition letters for Gordon Parks Museum Foundation.
- Utilize spreadsheets to balance accounts monthly for activity accounts, bookstore receivable, student advance payments, overpayments and others as assigned.
- Balance the bank statement and make allocation entries for FSCC Foundation.
- Assist with collections reporting for student account balances.
- Ensure that all activities conform to board policies and guidelines.
- React to change productively and handle tasks as assigned.
- Assist other business office personnel for the purpose of supporting them in the completion of their duties.
- All other duties as assigned.

Reviewed by Supervisor: _____
Signature

Date

All job descriptions are subject to revision based on changing needs of the college.