

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Administrative Clerk – Business Office	FLSA status:	Non-Exempt
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DEPARTMENT:	Business Office	REPORTS TO:	Controller
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Position summary: Under general supervision, provides clerical support necessary to assist the Business Office in day-to-day operations. This position reports to the Controller.

Position responsibilities:

- Assists students with questions about billing and all Business Office related information.
- Processes incoming and outgoing mail.
- Takes telephone calls and answers any questions from departments, vendors, and/or students in regard to Business Office activities.
- Makes calls to vendors to clarify any questionable invoice items, prices, or receiving signatures, calls department for proper information and/or data regarding invoice payments.
- Processes all invoices.
- On a daily basis, researches and inputs cash receipts data into the POISE system and verifies by comparison to the bank deposit.
- Maintains accurate student information.
- Upon request, provides special reports reflecting current status of student accounts.
- Verifies deposits and posts to accounts receivable.
- Receives and counts cash, making daily bank deposits and reconciling to accounts receivable reports.
- Perform secretarial duties as requested.
- Assists with telephone coverage of the College's main switchboard.
- Processes returned personal checks for collection.
- Maintains the college calendar.
- Maintains the college facility use agreements.
- Scans student files into Docubase imaging system.
- Performs all accounts receivable and accounts payable duties
- Assists cashier at window during peak registration times, and at other times when needed
- Performs miscellaneous job-related duties as assigned

Minimum Position Requirements:

- 3 to 5 years experience directly related to the duties and responsibilities specified.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- Ability to foster a cooperative work environment.
- Knowledge of computerized information systems.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.