



State of Connecticut
JOB POSTING

**Gateway Community College
JOB OPPORTUNITY
FINANCIAL CLERK
BUSINESS OFFICE**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Public
Location: Business Office, Long Wharf Campus
Hours: M-F 8:30am-5:00pm
Salary: \$35,569 approximate annual, plus excellent State supported fringe benefits
Closing Date: December 3, 2010

General Knowledge: Knowledge of basic bookkeeping, accounting, and financial record keeping procedures; financial terminology and coding; skill in performing arithmetical computations; interpersonal skills; ability to perform general clerical tasks; ability to handle large amounts of money; ability to operate a variety of office equipment which includes personal computers, typewriters, calculating machines, cash registers, and other electronic equipment

Under the Direction of the Director of Finance and Administrative Services or his/her designee, the Financial Clerk assigned to the Business Office functions as the primary Cashier for the College. The incumbent is required to have cooperative relationships with a variety of students, staff and administrators within the College. These contacts may involve obtaining and processing information of a confidential nature and require the incumbent to protect the confidentiality of that information. The Financial Clerk will use independent judgment and initiative to support accounts receivable/cashiering operations. Examples of specific related duties to be assigned include:

- Greeting students and processing payment transactions to their account using the SunGard Banner interface;
- Maintaining a log of third party payment arrangements;
- Preparing Student Installment Plans in accordance with established guidelines and advising students on related College policies and procedures;
- Placing and removing financial holds on students accounts in accordance with established departmental policies and procedures;
- Contacting students either individually by phone or in mass via e-mail;
- Answering the department's main phone line and replying to voice mail messages left on that line in a timely manner;
- Distributing departmental mail;
- Filing departmental documents;
- Assisting the Assistant Accountants with other accounts receivable functions such as mass billings, researching student account issues, etc; and,
- Other duties as assigned by the Director and/or designee.

The incumbent will be required to adjust his/her schedule periodically to accommodate ticket sales for the College's Food Service Management dinners currently scheduled on Thursday evenings during the academic year and other scheduled evening registrations as assign

Preferred Skills and Ability: One or more years solid cashiering experience that includes the use of an integrated financial system such as the accounts receivable module of SunGard Banner; demonstrated strong customer services skill set; fluency in Spanish; ability to perform mail merges using Microsoft Word

Eligibility Requirement:

Candidates must have applied for and passed the Financial Clerk exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Note:

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: Please send a CT-HR-12 application, before the close of business (5:00pm) on the date indicated above

Gateway Community College

Human Resources Office

88 Bassett Road

North Haven, CT 06473

Faxed applications will also be accepted. **203-285-2539**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.