

Quinebaug Valley Community College
JOB OPPORTUNITY
Financial Clerk

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

- Open To:** The public. Candidates appearing on State Reemployment or SEBAC lists are given first consideration.
- Location:** Quinebaug Valley Community College, Danielson, CT
- Hours:** Monday through Friday; 8:00 a.m. to 4:30 p.m.; may include some evenings when needed.
- Salary:** \$37,737 plus State of Connecticut benefits
- Closing Date:** August 13, 2014

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.

Duties:

Under the supervision of the Director of Finance, this person will run and balance daily reports; prepare daily bank deposit, research and reconcile student accounts, maintain student accounts by verifying receivables and posting any required payments, prepare student account billings, calculate installment plan amounts, process student payments, answer basic questions on financial aid, payment plans, general college information; assist in the collection of delinquent student accounts; compose correspondence and other billings; respond to heavy volume of phone calls from students, parents and general public; keep large volume of student records organized and filed for easy access; perform general clerical tasks including building receptionist responsibilities; perform other duties as assigned

General Knowledge:

Qualified candidates must: operate a variety of office equipment including computers, calculators and credit card machines; have knowledge of basic bookkeeping, accounting, and financial record keeping procedures; work quickly and efficiently in a fast paced environment; exercise discretion in handling confidential information; use sound decision making skills; demonstrate initiative and follow through on tasks; provide courteous service to students, staff and general public in person, over the phone or via email; handle large amounts of money.

Preferred Skills and Ability:

Experience in State of CT Banner software; proficient in MS Excel and MS Word; experience working in a higher education environment preferred.

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

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and a completed State Application – CT-HR-12 (application available at <http://das.ct.gov/cr1.aspx?page=13>) to:

Quinebaug Valley Community College
Lois Kelley, Human Resources Assistant
lkelly@qvcc.edu

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.

Quinebaug Valley Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record in its programs or activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Paul Martland, Section 504/ADA Coordinator, pmartland@qvcc.edu, 860-932-4124; and Dennis Sidoti, EEO Officer and Title IX Coordinator, dsidoti@qvcc.edu, 860-932-4151, Quinebaug Valley Community College, 742 Upper Maple Street, Danielson, CT 06239