



Education That Works For a Lifetime

Financial Clerk

**State of Connecticut
Tunxis Community College
271 Scott Swamp Road
Farmington, CT 06032**

Date: February 20, 2014

Closing Date: March 4, 2014

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

Open to lateral transfer candidates or those who have applied for and passed the Financial Clerk exam and are on the current certification list promulgated by the Department of Administrative Services.

POSITION: Financial Clerk

POSITION #: 50789

LOCATION: Business Office

SCHEDULE: Monday through Friday 8:30am – 5:15pm. These are set hours.
Some mandatory evening hours required throughout the year

HOURS PER PAY PERIOD: Full-Time, 80 hours

ELIGIBILITY REQUIREMENTS: Those candidates appearing on the Re-employment or SEBAC lists must be given first consideration.

MINIMUM QUALIFICATIONS REQUIRED:

- Ability to operate a variety of office equipment which includes computers, typewriters, calculators, cash registers
- Knowledge of basic bookkeeping, accounting, and financial record keeping procedures
- Ability to 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.
- Ability to handle large amounts of money
- Experience in SCT Banner preferred

- Proficient in MSExcel and MSWord preferred
- Experience working in a higher education environment preferred

EXAMPLES OF DUTIES:

- Run and balance daily reports
- Prepare daily bank deposit
- Research and reconcile student accounts
- Maintain student accounts by verifying receivables and post any required payments
- Prepare delinquent account billings
- Process student payments, answer basic questions on financial aid, payment plans, general college information
- Compose correspondence and other billings
- Respond to heavy volume of phone calls from students and parents. Make calls to students to encourage enrollment or obtain payment information
- Keep large volume of student records organized and filed for easy access
- Perform general clerical tasks such as filing, maintaining a common calendar
- Perform other duties as assigned

APPLICATION INSTRUCTIONS: Interested and qualified candidates who meet the above requirements should submit a **cover letter, resume and the required* CT-HR-12 CT State Employees Application**** available online at http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf to:

Mail: Susan Winn
Financial Clerk Search
Tunxis Community College
271 Scott Swamp Road
Farmington, CT 06032

*** SUBMISSIONS WITHOUT THE REQUIRED APPLICATION (OR WITH INCORRECT APPLICATION) WILL NOT BE ACCEPTED. Applications must be postmarked by February 24, 2014.**

****CT- HR- 12 application must be completed in its entirety; references to resume are not acceptable.**

For more information on Tunxis Community College, please visit our website: www.tunxis.edu

Tunxis 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, political belief, veteran status, sexual orientation, genetic information, or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Dr. Kirk Peters, Title IX/504 Coordinator, kpeters@tunxis.edu (860) 255-3560 and Pamela Kowar-Calder, ADA Coordinator, pkowar-calder@tunxis.edu, (860) 255-3603, Tunxis Community College, 271 Scott Swamp Road, Farmington, CT 06032.