

## Blackfeet Community College



### Position Description

#### Finance Technician

<b>Closing Date</b>	<b>May 22, 2019 @ 3:00 PM</b>
<b>Salary</b>	<b>\$10.94 to \$11.83 Depending on experience</b>
Department	Finance Office
Personnel Definition	Classified Position, Regular Full-Time
Term of Employment	12 months/year, 26 pay periods
FLSA	Non-exempt
Supervision Received	The levels of supervision received (chain of command) are: <ul style="list-style-type: none"> <li>• Chief Finance Officer</li> <li>• President</li> </ul>
Supervision Exercised	<ul style="list-style-type: none"> <li>• This position has no supervisory responsibilities.</li> </ul>
General Statement of Duties	This position is a multi-tasking cashier position, which, under the direction of the Chief Financial Officer, performs reception, cash receipting and collection for the Finance Office.
Specific Area of Duties	<ul style="list-style-type: none"> <li>• Greets customers/staff/students at the Business Office window. In a courteous, professional manner, provide assistance and refer customers to appropriate personnel.</li> <li>• Receive all types of payments such as cash and check from students, staff, other customers, issues receipts, deposits funds in correct account.</li> <li>• Check Business Office mailbox, distribute mail.</li> <li>• Maintain bulletin board in Finance area.</li> <li>• Maintain Trip Report matrix, match trip reports to travel, contact employees who owe trip reports, manage receipts.</li> <li>• Gather logged in documents for CFO signature as needed.</li> <li>• Create PO's from requisitions that are submitted to the Finance Office for BCC.</li> <li>• Prepare paperwork for Business Office with PO requisitions, Payment Vouchers and travel when necessary</li> <li>• Assist in yearly audit by pulling documents as requested by auditors for Finance Department; this includes grants, motor pool, inventory, etc.</li> <li>• Order supplies as requested or needed and maintain and organize supply inventory.</li> <li>• Check distribution <ul style="list-style-type: none"> <li>a. Coordinate checks to be distributed and checks to be mailed</li> <li>b. Unless otherwise instructed, observes check distribution schedule</li> <li>c. Control and secure checks at all times</li> <li>d. Ensure check copies are signed and the Business Office retains the</li> </ul> </li> </ul>

	<p>signature page.</p> <ul style="list-style-type: none"> <li>• Verify photo ID of payee unless person's identity is verified by College staff</li> <li>• Maintain sign-in logs and date stamp paperwork as it comes into the office.</li> <li>• Receive deliveries</li> <li>• Other duties necessary to the function of BCC, as needed.</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• Must have a minimum of Associate Degree</li> <li>• Minimum of two years' experience in office environment, preferably as a cashier.</li> <li>• Position involves handling money and will include background investigation.</li> </ul>
Knowledge, Skills & Abilities Required	<p>Knowledge Required:</p> <ul style="list-style-type: none"> <li>• Knowledge of office practices and procedures</li> <li>• Prefer working familiarity of reconciliation processes and counting cash</li> </ul> <p>Skills Required:</p> <ul style="list-style-type: none"> <li>• Skills to operate desktop computer and office equipment.</li> <li>• Proficient computer skills, especially with Microsoft Office</li> <li>• Good public relations skills and telephone etiquette</li> <li>• Excellent communication, problem solving, organization skills</li> </ul> <p>Abilities Required:</p> <ul style="list-style-type: none"> <li>• Ability to focus on work despite distractions and interruptions</li> <li>• Ability to handle details correctly</li> <li>• Must be dependable and trustworthy</li> <li>• Excellent work habits</li> </ul>
Complexity	<p>This position is required to have general knowledge of organization, planning, time management, public relations, and computer software.</p>
Personal Contacts	<p>Has contact with personnel in all departments, students, Board of Trustees, Blackfeet Tribal departments and programs staff, and other related entities and persons that are necessary to contact to conduct the day-to-day business operations of the Finance Office.</p>
Physical Demands	<p>Work is performed in a normal office environment. Duties require extensive use of computer monitors, keyboards, printers and office equipment. Some lifting will be required (i e. equipment, binders, boxes and other miscellaneous materials).</p>
Guidelines	<p>This position will be guided by:</p> <ul style="list-style-type: none"> <li>• Position Description</li> <li>• BCC Policies and Procedures Manual</li> <li>• BCC Catalog</li> <li>• All applicable tribal, federal and special policies, laws, rules and regulations as they apply.</li> </ul>