

Classification Specification: Fiscal Coordinator

Classification Number: 66531
Effective Date: April 4, 2014

Pay Grade:
Current Exemption Status: Nonexempt

Position Summary

Provides accounting support for the department, including cash handling, accounts payable, accounts receivable and reconciliation. Provides direction to cashiers/customer service and maintenance/troubleshooting of the department system.

Essential/Primary Duties

- Reconciles cash and balances daily transactions. Coordinates and assists with sales or financial data analysis. Makes daily cash deposits.
- Works with departments to ensure student/department and third party/financial accounts are properly charged. Processes various reports for balancing.
- Processes payments for merchandise received and expenses incurred. Sets up new vendors. Contacts vendors when discrepancies occur. Processes expenses with purchasing credit card and manages card expenses, including monthly reconciliation. Matches credit memos to chargebacks and follows up for reimbursements from vendors.
- Provides direction to cashiers/customer service staff. Updates procedures and manuals.
- Processes student time reported. May assist with loss prevention issues, shoplifting and point of sale over/short issues.
- Performs general office duties, including ordering supplies and distributing mail.
- Prepares month-end reports, works with internal and external auditors for year-end reports, reconciles monthly reports.
- May oversee merchandise/textbook receiving process.
- Opens and closes on rotation with management team. Handles customer service issues and responds to inquiries.
- Troubleshoots problems with current software or equipment.

Experience and Education

Experience

- One year related experience required

Education

- Some college coursework required

Physical Requirements

Light work: with some physical demands such as continuously lifting/moving materials less than 25 pounds, but rarely moving more than 25 to 50 pounds.

Classification Specification: Fiscal Coordinator

Working Conditions

Work is generally performed in a well lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.

Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to query, run reports and modify data in financial systems
- Ability to access and maintain document imaging systems, including scanning and filing documents
- Ability to accurately receive and disburse cash whether currency, credit cards, checks or other payment forms
- Ability to operate computers and peripheral equipment such as printers
- Ability to draft office correspondence
- Knowledge of basic science and scientific methods
- Ability to effectively utilize audio/visual equipment

Supervisory Responsibility

Full-Time

None

Part-Time

None

Providing Direction

Full-Time

None

Part-Time

None

Responsibility for Student Workers

Provides work direction and may schedule and/or provide formal feedback.