

JOB DESCRIPTION

JOB TITLE: FiscalSupportSpecialist	FLSA: Non-Exempt
Department: Business Services Accounts Receivables	Date Revised: 6/05/2023
Security Sensitive: Yes	Grade: B-21
Reports To: CFO\Comptroller	

Job Summary

Under general direction of the Comptroller, the Fiscal Support Specialist is responsible for the accurate and timely collection and subsequent disbursement of College funds ensure

- x Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- x Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- x Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable site attendance is a job requirement;
- x Perform other duties as assigned.

Minimum Education, Skills and Abilities

x

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

