

LAKE SUPERIOR STATE UNIVERSITY

Classification Specification

FLSA Designation NEHU

Date Issued: June 1, 2012

Department: Business Operations

Title: Special Clerk II- Business Operations

Level: VII

FUNCTION

To provide the necessary clerical skills and provide organizational assistance in the implementation of policies specific to the function of a major department or specialized activity of a department.

Source of Supervision

Manager of Accounts Receivable/Accounts Payable

Direction Exercised

Directs and supervises the work of assigned student helpers; may direct work of employees in lower classification levels.

Duties and Responsibilities

Implement Accounts Receivable accounting procedures with respect to processing receipts for departments and student accounts; process credit card receipts; and accept receipts for student loan payments. Assist with student account questions. Be familiar with FERPA Law and verify authorization to receive student account information.

Direct students, parents and employees to the appropriate department for assistance with any questions they may have outside of the Cashier Counter. Cash checks for employees and students; balance cash daily; ensure departmental bank deposit are picked up by the bank daily; distribute receipts for deposits to the departments; verify and process change requests from departments.

Implement Accounts Payable accounting procedures with respect to payment of Travel Reimbursement Vouchers, Local Fund Vouchers, Travel Advances, and payments to vendors. Check invoices against open purchase orders and perform verification of invoice detail including verification of correct vendor information, items purchased, and receipt of items purchased prior to payment. Prepare reports in Excel for upload into Banner.

Assign and update parking passes for LSSU employees and students. Obtain and disseminate notification of daily Canadian Rate Exchange. Be familiar with and adhere to area security procedures.

Perform related duties as assigned.

Job Qualifications

Graduation from high school; typing proficiency-minimum of 40 words per minute; knowledge of office procedures; listening and communication skills; knowledge of electronic office equipment and business machines; ability to perform basic arithmetic calculations; accuracy and attention to detail; honesty and integrity; adaptability; knowledge of grammar; ability to utilize software programs; four years of experience in office work or four years of formal training related to position.

Physical and Mental Demands

Ability to hear a normal conversational voice and telephone conversation, with or without a hearing device; ability to speak and be understood under normal circumstances; ability to read and to understand written and spoken language; ability to see with or without vision aid and to concentrate long hours on a computer screen. Use of fine motor skills and dexterity to type and input computer information and use other business machines. Use of gross motor skills for filing, handling of paperwork, and office

equipment. Ability to communicate with a variety of audiences; ability to understand and work with numbers and detail work. Physical fitness adequate to maintain long hours and work under pressure.

The above statement reflects the general duties considered necessary to describe the principle functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision.

Department Head Signature

Date