



Job Title: Part-Time Finance Clerk

FLSA Status: Hourly, Non-Exempt

Department: Finance

Evaluation: Performance will be evaluated initially at 90 days then annually thereafter with this position description. Employees will undergo initial and periodic subsequent background checks and drug screenings as required.

Reports to: Director of Finance

Supervises (number of employees): N/A

Education Requirement: Associate's Degree or Related Experience

Years of Experience: 1 - 3+

Licenses or Certifications: N/A

Summary: The Part-Time Finance Clerk (approximately 20 hours/week) is responsible for providing administrative support to assist the Finance team. This is a detail-oriented position that will include maintaining records in hard copy and electronic formats, entering and printing check requests and credit card purchases, assisting with organizing and reconciling credit card statements, creating files on server and contacting parents to obtain information needed to process financial transactions.

Essential Function:

- Compile and sort documents such as checks, statements and deposit reports.
- Assist with investigating problems and request from parents regarding billing.
- Assist with adjusting accounts for refunds, discounts, and similar items.
- Complete paperwork and online information for students on state scholarships.
- File state scholarship papers and scan into appropriate folders.
- Scan and file student paperwork such as continual enrollment agreement, supporting documents, etc.
- Assist with scanning deposits into bank.
- Print and prepare documents for PRS for checks and credit card purchases.
- Shred sensitive items for finance office.
- Maintain admissions paperwork in proper files.
- Proof and enter finance charges into PRS system.
- Review and rewrite financial policies at direction of finance director.
- Print needed reports for credit card processing, Quickbooks, etc.
- Assist with credit card reconciliation.

Supplemental Function: Other duties, as assigned.

* The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.