

SISSETON WAHPETON COLLEGE

TITLE: Business Office Specialist
REPORTS TO: Comptroller
SALARY: 15.00/hr.
TOUR OF DUTY: Generally 8:00 a.m. to 4:30 p.m., M-F
SUPERVISES: None

Description:

Assists business office staff with processing student tuition payments, student billing statements, vendor invoices, mail processing, filing and performing a variety of tasks relative to assigned areas of responsibility.

Responsibilities/Duties

1. Assists with maintaining student and vendor accounts and answers questions customers may have.
2. Will be responsible for disbursement of student refund checks.
3. Will be responsible for daily filing of multiple records.
4. Handles customer payments by receiving and recording cash, checks and credit card transactions.
5. Handles business office incoming and outgoing mail.
6. Daily cash drawer balancing and reconciliation for retail areas.
7. Assists with assigned annual audit duties.
8. Adheres to confidentiality requirements.
9. Complies with all college, tribal, and federal policies, regulations and laws that govern the College.
10. Participates on College committees and in faculty/staff meetings.
11. Participates with registering students during registration.
12. Performs other duties as assigned.

Education & Experience

- Associates Degree in Accounting or Business Administration preferred but may consider work experience in lieu of degree.

Minimum Qualifications

- Possess excellent organizational skills
- Ability to effectively manage and prioritizes multiple duties.
- Demonstrate clear and effective written and verbal communication skills
- Provide strong and clear communication, customer service and inter-personal skills
- Highly detail-oriented
- Self-initiative and ability to work independently
- Strong Microsoft Excel & Word skills and understand basic office equipment

Workload summary:

- Work is generally performed in an office setting
- This position requires light physical activity and movement