

MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT

SALARY SCHEDULE: A
SALARY RANGE: 68

CLASS TITLE: STUDENT ACCOUNTS TECHNICIAN

BASIC FUNCTION:

Under the direction of the Director-Bursar Office, provide clerical assistance to the bursar office during assigned shift; perform routine clerical and student support services in assisting in the collection and refund of student fees within established policies and procedures.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide clerical assistance to the bursar office during assigned shift; perform routine clerical and student support services in assisting in the collection and refund of student fees within established policies and procedures.

Receive money and issue receipts in the collection of student and miscellaneous fees.

Verify, compute and process fees for outside agency programs.

Receive and respond to student inquiries and complaints.

Purchase and maintain supply inventory for Bursar Office and photo ID equipment.

Assist in orientation and training of hourly employees.

Assist in collection of student obligation fees and clearing of student records.

Assist in verifying amount and validity of student refund requests; extend figures and post to appropriate computerized system for processing.

Maintain appropriate filing systems.

Operate a computer, calculator, typewriter and other standard office equipment to record, store and retrieve information; operate a cash register and check bankcard systems.

Answer telephone calls; take and disseminate messages to appropriate party; respond to inquiries from students, staff and faculty based on established policies and procedures.

OTHER DUTIES:

Perform related duties as assigned.

May 31, 2007

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Operation of a cash register and check/bankcard systems.

Interpersonal skills including tact, patience and courtesy.

Oral and written communication skills.

Record-keeping techniques.

Telephone techniques and etiquette.

ABILITY TO:

Perform clerical work with speed and accuracy.

Operate a computer and other standard office equipment.

Operate cash register and check/bankcard systems.

Prepare and maintain records and files related to assigned activities.

Learn College policies and procedures.

Learn general accounting principles.

Communicate effectively both orally and in writing.

Add, subtract, multiply and divide.

Type or input data at an acceptable rate of speed.

Establish and maintain cooperative and effective working relationships with others.

Prioritize and schedule work.

Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years experience in Bursar Office or related field.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person or on the telephone.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Bending the waist, kneeling or crouching to file and retrieve materials.