

# Southeastern Illinois College

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## **Business Office Assistant Clerk**

Full-Time Position

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LOCATION: Main Campus  
REPORTS: Associate Dean of Fiscal Compliance/Controller  
BOARD APPROVED: April 11, 2023

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**POSITION SUMMARY:** Responsible for assisting Accounts Receivable Clerk with accounts receivable, collections, billing, bank deposits, student payment plans, petty cash, the corresponding general ledger accounts, and operation of the cashier windows.

Assist with receiving and balancing daily all money received by the business office, student affairs, bookstore, cafeteria, and cosmetology. Help prepare journal entries as needed which include all online credit card payments and Nelnet payments.

Assist in preparing billings for all individuals, agencies, and organizations with obligations to the college.

Help maintain the collections programs and returned checks.

Monitor and reconcile student charges and financial aid.

Perform other duties as assigned by the Director of Business Services or Dean of Administration and Business Affairs.

### **EDUCATION REQUIREMENTS:**

Associate Degree in business, accounting or related field preferred.

### **COMMUNICATIONS SKILLS:**

Excellent organizational, written and verbal communications, interpersonal skills, attention to details, and deadlines with excellent follow-up skills are needed to be successful in this position.

### **CERTIFICATES, LICENSES:**

Valid driver's license is required.

### **PHYSICAL DEMANDS:**

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

While performing the duties of this position, the employee is regularly required to stand, walk, talk, and hear. The employee is required to sit; use hands and fingers to handle, feel, and control

objects and tools; reach with hands and arms; maintain balance, have the ability to stoop, kneel, or crouch.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required include distance vision, peripheral vision, and depth perception.

**WORK ENVIRONMENT:**

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this position.