|  |
| --- |
| **Fiscal Assistant 1** |

**SUMMARY**

Receipt all monies collected (including fees). Ensure that all vendors are paid.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Below are listed the primary tasks identified for this position. The duties articulated though not exhaustive, indicate the majority of the functions assigned to this position. Other duties may be assigned based on institutional need.

**Partial Duties Include:**

1. Acts as Business Office receptionist.
2. Cashiering - collecting all monies received by the Business Office, including payment of student fees and receipting process.
3. Open and distribute mail.
4. Processes vendor payments using an of automated accounts payable system, ensuring that purchase orders, invoices, approval to pay, and other back-up materials are received prior to generating accounts payable/refund checks.
5. Complete the process to generate and disburse accounts payable checks for payments to vendors.
6. Performs proof and edit on all accounts payable checks.
7. Process travel reimbursements, ensuring that all authorization and back-up documentation has been received prior to reimbursing employees for the travel expenses.
8. Monitor and perform the petty cash process.
9. Assists in the payroll function, to include compiling data, maintaining payroll files, verifying time sheets, processing payroll deductions, and preparing and submitting necessary benefit and tax reports.
10. Sorts and disburses all payroll checks.

11. Assists with the Petty Cash Fund.

**See  Full Job Description**

**Qualifications:**

**EDUCATION and/or EXPERIENCE**

Associate's degree (A. A.) or equivalent from two-year college or technical school (preferred) plus two years related experience and/or training.

**Applications to:**

Director of Employee Services, North Florida College

325 NW Turner Davis Drive Madison, Florida 32340.

**Only complete application packets will be considered. A complete application packet includes:**

1. Letter of interest
2. Resume **and** application (Application is available online)
3. Three (3) letters of reference.

**Questions call 850-973-9448.**

**Application packets must be received by Monday, July 27, 2020.  EOE**

Applications can be emailed, faxed, mailed or hand carried: Email:  [hunterb@nfc.edu |](mailto:hunterb@nfc.edu%20|) Fax:  850-973-9435

**All applicants not selected for interviews or for the position will be notified by email**.