

University of Wisconsin - Parkside

- B. Job Title: Financial Specialist 2**
- C. Is this Position Hourly or Salaried? Hourly**
- D. Shift & Hours of Position: M-F 7:45am - 4:30pm**
- E. Number of Subordinates (if applicable): 1 LTE, 1 Student**
- F. List of Essential Job Functions, Knowledge, Abilities, and Skills:**
- A. 45% Perform the tasks necessary to collect all UW-Parkside student fees, including financial aid; and account for all departmental funds deposited at the Cashier's Office.**
- 1. Collect and reconcile all student tuition fees**
 - 2. Balance cash daily**
 - 3. Collect and reconcile all departmental and student organization deposits**
 - 4. Deposit and reconcile departmental and student organization credit card receipts**
 - 5. Process student organization and contingent fund checks from QuickBooks**
 - 6. Reconcile bank accounts**
 - 7. Answer student/parent questions**
 - 8. Assist departments with departmental deposits**
 - 9. Oversee voicemail**
 - 10. Balance financial aid grant disbursement with HEAB, GearUp and BIA vouchers.**
 - 11. Process ID cards and post campus cash and dining dollars to student ID cards**
 - 12. Reconcile Bookstore Purchase program using PeopleSoft and WISDM**
- B. 20% Oversee and reconcile credit card transactions generated from all departments**
- 1. Prepare journal entries for credit card deposits and fees**
 - 2. Reconcile credit card deposits and fees to the bank**
- C. 10% Hire, train schedule, and supervise 1 LTE and 1 Student worker**
- 1. Insure employees prepare deposits, work counter, answer phones, file, and perform other miscellaneous tasks that are assigned**
 - 2. Oversee document imaging**
 - 3. Maintain a high level of customer service**
 - 4. Provide performance evaluations to LTE and Student worker**
- D 10% Oversee QuickBooks software for Student Organizations and Contingent Fund (checks and deposits)**
- 1. Produce reports when needed**
 - 2. Work with Business Services with account reconciliations**

E. 10% Assist Financial Specialist 3 with Perkins Loan program

- 1. Contact defaulted Perkins Loan borrowers with letters, email and phone calls**
- 2. Place defaulted borrowers with WI Dept of Revenue tax intercept program**

(TRIP)

- 3. Assist with other duties as needed**

F. 5% Assist Bursar as needed

- 1. Attend meetings**
- 2. Maintain Financial Appeals Committee SharePoint site**

G. List of Marginal Job Functions:

Document Imaging

Proofreading

H. Responsible for Money, University funds, or accounts which hold financial information?

Yes or No

Yes

I. Ergonomic Requirements:

(i.e.: excessive mobility to make deliveries on campus, climbing ladders, extensive computer use)

Extensive computer use; occasionally stand for long periods

J. Qualifications:

***Required:* Cash handling, customer service**

***Preferences:* Experience with MS Word and Excel, SharePoint, bank reconciliations, ability to handle multiple tasks, be able to work independently and with a team, knowledge of PeopleSoft Campus Solutions, Document imaging with ImageNow, and experience with QuickBooks**

K. Equipment to be used on the job:

(By each piece of equipment, put an "F" for frequent use, an "O" for occasional use, or an "R" for rare use.)

- 1. Tools: (power or manual tools)**

R

- 2. Large Machinery: (includes vehicles)**

R

3. Electrical Equipment: (i.e.: floor buffer, includes office equipment)
F

4. Chemicals: (includes cleaning supplies, lab chemicals, hazardous waste)
R

L. Additional Information:
Confidentiality

M. Organizational Chart - must be attached