CLASSIFICATION DESCRIPTION TITLE: FISCAL SUPPORT ASSISTANT

<table>
<thead>
<tr>
<th>CLASSIFICATION SUMMARY:</th>
<th>FLSA STATUS: Non-Exempt</th>
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<td>Responsible for performing routine customer service and clerical duties in support of a fiscal-related program or function. Responsibilities may include receiving, recording, and processing payment transactions; performing routine data entry; balancing daily receipts; and preparing daily bank deposits.</td>
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**TYPICAL CLASSIFICATION ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

1. Illustrative only – not inclusive of every task assigned to a position.
   - Reviews, processes, and routes a variety of payments, forms, records, applications, and statements ensuring completeness and accuracy.
2. Processes and balance daily cash register with summary tape to maintain accuracy for files and research.
3. Performs basic office duties, such as copying, filing, answering phones, and entering data.
4. Performs general customer service by answering questions for students regarding applications, payments, and balances.
5. Reviews payment reports to ensure completeness and accuracy; correct accounts as needed.
6. Performs other duties as assigned.
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**Training and Experience** (positions in this class typically require):
High School Diploma or G.E.D., and six months of experience in bookkeeping, general office/clerical, customer service, or related field; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (positions in this class typically require):
- None Required.

**Knowledge** (position requirements at entry):
Knowledge of:
- Basic accounting and office support practices;
- Assigned department operations and functions;
- Customer service principles.

**Skills** (position requirements at entry):
Skill in:
- Operating a variety of office equipment, including a computer and related software applications, telephone, fax machine, and adding machine;
- Maintaining files and records;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction;
- Preparing a variety of business correspondence, records, reports, documents and forms;
- Following oral and written instructions, policies, and procedures.

**Physical Requirements**:
Positions in this class typically require: fingering, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**NOTE:**
The above job classification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**
Date created: (08/08/2007)