

# MARIST COLLEGE

Office of Human Resources

## Business Office Coordinator (CL-1)

---

### Department

Business Office

### Summary

Coordinate the day-to-day processing of the business office functions, including cashiering, accounts payable, and budgetary transactions, utilizing both computerized and manual methods of recording and preparation. Work is typically performed independently in accordance with well-defined procedures

### Duties and Responsibilities

- Control data for daily financial record updates
- Review purchase/check requisitions for accounting approval on a daily basis, and interact with requisitioners to locate discrepancies
- Maintain College cash position, creating journal entries and reconciling to general ledger daily
- Prepare monthly distribution of feeds for internal departmental charges
- Verify propriety of vendor payments upon completion of check cycle
- Assist College community with budget inquiries and reporting necessities
- Review bookstore and dining services invoices for accounting approval before submission to Accounts Payable. Follow up on payments
- Reconcile assigned general ledger clearing accounts, and college checkbooks for federally funded programs
- Maintain sub-file of College Activity Club Accounts
- Track, order and distribute Business Office supplies
- Verify cashiering transactions, and substitute as Cashier in his/her absence
- Prepare foreign banking transactions
- Coordinate Business Office functions for Admission interns, Housing Residence Directors and College Activities
- Collaborate to prepare financial data for annual audits

- Maintain American Express travel accounts
- Hire and supervise student workers
- Perform other job-related duties as required

### Requisite Skills

- 7C-Advanced Record & Data Processing  
Consistently demonstrates ability to process forms and records and generate reports utilizing systems such as SIS, IAPROD, Focus and Banner. Demonstrates ability to independently investigate and resolve complex problems such as missing or inaccurate data. Consistently demonstrates extremely strong attention to detail
- 9C-Advanced Auditing & Data Reconciliation  
Consistently demonstrates ability to reconcile records for accuracy and integrity. May need to create and track budgets or purchase orders. Errors are located using extremely keen attention to detail. Errors committed are of great severity, and overall risk to institution is high
- 10C-Advanced Budget Management  
Consistently demonstrates ability to assist in budget development and the budget monitoring process. May be asked to maintain independent budget or track multiple budgets
- 15C-Advanced Interpersonal Communication  
Consistently demonstrates high communication skills, and sensitivity to the concerns or interests of others in conveying information. Demonstrates the understanding of factual information and the use of persuasion tactics to help others identify solutions or possible alternative courses of action
- 16C-Advanced Judgment  
Consistently demonstrates ability to reference operational procedures within department on diversified projects and situations requiring independent assessment
- 17C-Advanced Responsibility  
Consistently demonstrates ability to independently complete (start to finish) complex work assignments, such as major event planning, data reporting, or program coordination
- 20C-Advanced Regulatory Knowledge  
Consistently demonstrates ability to monitor compliance with laws and government regulations and enforcement systems that apply to department's operation