

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION**

JOB TITLE: Auxiliary Business Services Specialist

BASIC FUNCTION: Under the supervision of the area Manager performs detailed analysis of accounting information of moderate to complex difficulty. Responsible for cashiering which includes collection and control of college fees, receiving, disbursing, and accounting for sums of money, performs a variety of clerical and bookkeeping responsibilities.

PROVIDES WORK OR LEAD DIRECTION TO: Short-Term employee(s) and/or Work Study student(s).

REPRESENTATIVE DUTIES:

1. Deposit daily collected funds from all District locations. Evaluate cash on hand and initiate change orders and cash exchanges.
2. Research NSF checks and adjust budget codes accordingly. Resolve deposit discrepancies and determine if adjustments need to be made in Galaxy.
3. Work with managers to develop and implement policies and procedures to facilitate effective cash controls and individual cashier accountability.
4. Coordinate and manage rotation of cash bags. Resolve delivery conflicts and reschedule deliveries as needed.
5. Act as liaison to ensure accurate recording of parking citation payments, overpayments, dismissals and administrative reviews. Research and resolve discrepancies and determine if refunds or transfers are required.
6. Create financial reports and calculate parking refund runs. Compile, assemble and calculate financial data used for payment to County from fines and fees collected from all three colleges.
7. Update, maintain and create reports for Food Service and Culinary Academy gross sales. Track and analyze over/short patterns and determine if management investigation is necessary.
8. Update records to reflect payments made for District invoices.
9. Manage distribution, perform reconciliation and update staff records to reflect payroll deductions for staff, faculty and student parking permits.
10. Maintain and replenish petty cash and District refund accounts. Review and approve documentation of petty cash receipts.
11. Participates in District-provided in-service training programs.
12. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
13. Performs other duties, related to the position, as assigned.

EDUCATION: Graduation from high school or GED equivalent. Associate's degree from an accredited institution preferred.

EXPERIENCE: Two years of closely related experience in clerical work which includes one

year involving the handling of and accounting for money. Two years of cash vault experience desired. Must be bondable.

LICENSES/CERTIFICATIONS REQUIRED: None

KNOWLEDGE OF: Methods of handling, receipting for, and maintaining records of money received; modern office methods, procedures, and equipment.

ABILITY TO: Develop and analyze financial reports generated from computerized accounting systems and initiate adjustments requiring the use of independent judgment and initiative. Use critical thinking to resolve discrepancies in financial reports and cash deposits. Make change with speed and accuracy; make mathematical calculations with speed and accuracy; follow written and oral directions; tabulate and post accurately; establish and maintain an effective working relationship with others. Be able to lift heavy bags and boxes of coins. Ability to detect counterfeit bills.

CONTACTS: Co-workers, other departmental staff, police officers, bank, department of motor vehicles, County of Riverside and money couriers.

WORKING CONDITIONS: Normal office environment.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.