

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Fiscal Operations Technician

POSITION OVERVIEW

Employee performs bookkeeping, cashiering and clerical duties involving the creation and maintenance of Academy fiscal records, requiring particular attention to detail and accuracy. This employee acts in a technical and administrative support role to other members of finance team. Employee operates a computer using various software applications, current applications include: Power Campus and Microsoft Dynamics Great Plains and Microsoft Office Suite products. Tasks are normally accomplished within well-defined parameters. This is a bargaining unit, non-exempt, hourly position.

DUTIES

- Provide professional client service in all interactions
- Communicate and interact by telephone, e-mail and in person with students, parents, customers, vendors and colleagues in a professional and tactful manner.
- Provide technical support with various financial software applications
- Provide support and act as back-up to other fiscal technician positions in the finance department.
- Receives and distributes inter-departmental mail
- Record various journal entries into the general ledger
- Reconcile various GL accounts
- Keep organized records
- Update financial spreadsheets
- Prepare balance sheets
- Track and reconcile bank statements
- Process tax payments
- Record and track accounts payable and accounts receivable
- Process invoices and follow up with suppliers as needed
- Provide administrative support
- Participate in quarterly and annual audits
- Assists with student orientation
- Work with other team members to coordinate, prioritize and organize activities to meet established goals and assigned deadlines.
- Other duties as assigned.

This job description reflects the general duties of the job but is not a detailed description of all duties which may be inherent to the position. The Academy may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements

SKILLS

- High professional and ethical standards,
- Superior computer software aptitude, technologically savvy,
- Strong analytical skills,
- Attention to detail, with an ability to spot numerical errors
- Demonstrated ability to consistently use tact and diplomacy in handling a range of situations,
- Excellent time management skills and the ability to prioritize while demonstrating flexibility and the ability to accomplish tasks with interruptions, and
- Ability to work both independently as well as part of a team.

REQUIREMENTS

- High School diploma with two years' experience in similar finance field preferred.
- Advanced computer skills with multiple applications are essential, ability to learn new applications as required;
- Knowledge of financial and cashiering practices and methodology;
- Working knowledge and ability to apply fundamental concepts related to balancing and reconciling transactions;
- Knowledge of fundamental concepts related to financial record keeping practices and methods;
- Ability to quickly learn and apply a wide variety of Academy policies and procedure and regulations governing financial procedures and accounts;
- Advanced experience with Excel spreadsheets, MS Word required;
- Proven willingness and ability to work collegially and within a team displaying good communication skills and using common sense;
- Exceptional organizational skills and ability to manage competing tasks; and
- Outstanding work ethic, a high level of demonstrated initiative and self-monitoring.

PHYSICAL/ENVIRONMENTAL FACTORS

- Telephone contact and in person contact with students, co-workers, or others daily;
- The position is generally sedentary;
- Frequent use of keyboard, mouse, and computer screen; and
- Occasionally lift and move up to 10 pounds

SPECIAL CONDITIONS

- This position requires a criminal Background Check and may also include a credit check. MMA reserves the right to make employment contingent upon successful completion of financial Background Check.

Maine Maritime Academy Position Factor Evaluation

Job Title: Fiscal Operations Technician

Job Code: 1080

Wage
Grade: 14

Total Points: 370

	<u>Factor</u>	<u>Degree</u>	<u>Points</u>
1	Knowledge and Skill	5	180
2	Effort		
	I. Mental and Visual Effort	4	32
	II. Physical Effort	1	10
3	Responsibility for Cost Control	5	40
4	Responsibility for Others		
	I. Injury to Others	1	8
	II. Supervisory Responsibility	1	8
	III. Sensitive Information and Records	5	40
5	Working Conditions	2	20
6	Responsibility for External and Internal Relations	4	32

Date of last
reclassification 04/2019