



Staff JOB DESCRIPTION

Form: HRF5005, Ver. 1, Revised 07/12/2013

DATE:	1/4/2019	POSITION #:	PS9896
NAME OF INCUMBENT(S):	Vacant		
JOB TITLE:	PT Finance Support		
DIVISION:	Technical Careers		
DEPARTMENT :	Divisional Office		
PAY TABLE/LEVEL/GRADE:	Paraprofessional 4	REPORTS TO:	FA9992

STATUS: Please click the appropriate boxes that apply.

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Regular/Continuing | <input type="checkbox"/> Temporary/Limited Duration | <input type="checkbox"/> Full-Time (40 hrs/wk) |
| <input checked="" type="checkbox"/> Bargaining Unit: <u>PTCTU</u> | <input checked="" type="checkbox"/> Individual Position | <input checked="" type="checkbox"/> Part-Time: <u>28</u> Hours/Week |
| <input type="checkbox"/> Non-Bargaining | <input type="checkbox"/> Pooled Position: | |
| <input type="checkbox"/> Provisional/Grant Funded | _____ No. of Employee if this position is pooled. | |

JOB SUMMARY: (This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC.)

The Lansing Community College Technical Careers Division, offering over 30 programs in which we focus on providing students with high quality education and training, including significant hands-on learning opportunities, is seeking experienced, committed, and dynamic support personnel to assist our exceptional students, faculty, and staff. If you seek an opportunity to work with a great team of faculty and staff committed to student success in a professionally driven environment, then consider the following opportunity.

This individual is responsible for overseeing the purchasing card process for the Division’s cardholders. Responsibilities include managing invoices, creating expense reports, working with program directors to ensure proper budgetary expenditures, tracking the status of reports, maintaining the divisional expenditure database and coordinating with various divisions to acquire the necessary FOAPALs when working on special projects. Additional responsibilities include creating, processing and tracking requisitions, identifying the appropriate documents needed and obtaining the necessary approvals (e.g. ITS, No-Bid, Sole-Source, etc) for major equipment/Perkins Grant purchases. Other responsibilities include ordering supplies for the Division and Department offices, processing sub-purchase orders, furniture requests/purchases, software maintenance agreements, subscription and membership requests, deposit receipts, printing requests, and travel requests, tracking data for grant-related expenses, as well as developing, implementing and overseeing office systems which ensure quality service and comply with division and college policies and procedures. Also responsible for working closely with the Division’s Budget Coordinator to monitor the Division’s program budgets. The successful candidate must be a responsible, reliable individual with the ability to manage multiple tasks, work independently, and provide high quality customer service while working in a fast-paced, team environment. Attention to detail is very important. A pleasant personality and good telephone skills are necessary. The ability to follow both written and verbal instructions is needed.

DIRECT REPORTS: (If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised).

Direct Report(s):	<i>Click here to enter position numbers. Use comma to separate</i>
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ESSENTIAL DUTIES AND RESPONSIBILITIES: Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. reconciles grant fund expenditures to balance monthly budget). "Other duties, as assigned," are implicit in all position descriptions.

%	No	Essential Duties and Responsibilities
<u>40</u>	1	Oversee the Purchasing Card process for the Division's purchasing cardholders. This includes auditing for correct account codes, appropriate purchases, and adherence to the college guidelines. In addition, maintain the Division's database for account changes. This requires the ability to work closely with faculty, outside vendors and the Business Office Finance Coordinator.
<u>10</u>	2	Order supplies for the Division and Department offices (i.e., equipment, materials and supplies for classroom, lab and office use) as requested. This requires the ability to work closely with outside vendors and the Purchasing Department at LCC.
<u>20</u>	3	Process requisitions for major equipment, including Perkins-funded items. Follow-up on requisitions and make corrections as needed.
<u>15</u>	4	Process sub-purchase orders, including entering information in Banner, and verifying purchases with program faculty.
<u>1</u>	5	Process deposit receipts to send to cashiers, print jobs to vendors, and travel requests for departments and programs.
<u>2</u>	6	Process, pay and maintain software maintenance agreements, subscriptions, and memberships for all department programs.
<u>1</u>	7	Collect and track all data for Grant related expenses
<u>1</u>	10	Receive, review and process furniture requests/purchases related to ergonomic and health needs.
<u>10</u>	11	Maintain records system for all requests that are processed. Work with budget to verify adequate funds for purchases.

CORE COMPETENCIES. Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.

KNOWLEDGE:

- Basic understanding of accounting principles.
- Experience with computer software used at the College (Windows, Word, Excel, Access, Resource 25, Banner, Oracle.)
- General overall working knowledge of the College, its policies and procedures
- Understand confidential issues and compliance with confidentiality laws and regulations.
- Ability to gather and analyze data and produce reports from the data.

COMMUNICATION/INFLUENCE:

- Effective and professional oral and written communication skills
- Conflict resolution skills
- Provide and model excellent customer service
- Professional demeanor
- Serve as a resource for the division

PROBLEM SOLVING:

- Take initiative and independently perform a variety of duties and balance multiple priorities on a continuing basis in a timely manner
- Use critical thinking skills to analyze a situation and respond appropriately

- Ability to learn new systems and processes quickly

LEADERSHIP:

- Represent the Dean and Division in a manner that creates respect and confidence
- Work effectively with the Divisional Leadership Team
- Create an atmosphere of mutual trust
- Be a self-starter and assume responsibility for tasks without direct supervision
- Supervise student staff; evaluate student staff

EDUCATIONAL/EXPERIENCE REQUIREMENTS: *Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.*

Required:

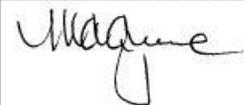
- Associate’s Degree or three years of related work experience.
- Two years of relevant work experience (such as accounting, finance, etc.)
- General computer knowledge.

Preferred:

- Two (2) years hands-on experience using Microsoft Word, Access and Excel.

PHYSICAL AND MENTAL REQUIREMENTS: *Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position’s functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Go to the ADA Checklist.***

WORK ENVIRONMENT: *Complete the work environment characteristics on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Go to the ADA Checklist.***

Incumbent’s Name (if any).		Incumbent’s Signature*		Date	
Supervisor’s Name	<u>Mark Cosgrove</u>	Supervisor’s Signature*		Date	<u>12/11/18</u>
Dean/ELT’s Name	<u>Mark Cosgrove</u>	Dean/ELT’s Signature		Date	<u>12-11-18</u>
<i>Note: Signature means approval, otherwise return for signatures.</i>					
Human Resources Rep.	<u>Sydney Glasscoe</u>	HR Rep Signature		Date	<u>01/04/19</u>
<i>Note: Position description to be reviewed annually, upon posting or transfer of person or position.</i>					

Lansing Community College

ADA Compliance Job Description Checklist

The immediate supervisor is responsible for completion of this form. Fill in more information as needed that apply to the essential job duties of the attached job description.

Position #: PS9896

Date: 12/6/2018

Supervisor's Position #: FA9992

Materials Used:

Standard Office Equipment:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Computer keyboard, mouse, screen (either desktop or laptop) | <input checked="" type="checkbox"/> Paper and Pencil/pen |
| <input checked="" type="checkbox"/> Various software (spreadsheet, word-processing, web-base, other media) | <input checked="" type="checkbox"/> Projector and Screen |
| <input checked="" type="checkbox"/> Telephone, blackberry, fax | <input checked="" type="checkbox"/> Copier, collator, reproduction |

Others, please list:

Standard Trades Equipment:

- | | | |
|------------------------------------|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> Electrical | <input type="checkbox"/> Plumbing |
|------------------------------------|-------------------------------------|-----------------------------------|

Others repair/maintenance tools, please list:

Mental Functions:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Comparing (compare/contrast data, people, things) | <input checked="" type="checkbox"/> Copying (entering, posting, transcribing data) |
| <input checked="" type="checkbox"/> Synthesizing (combine data, concepts, interpretations) | <input checked="" type="checkbox"/> Analyzing (examine, test data, present alternative actions) |
| <input checked="" type="checkbox"/> Computing (math calculations or carrying out formula operations) | |
| <input checked="" type="checkbox"/> Compiling (gathering, classifying, evaluating data, people, things) | |

Auditory Functions:

- Talking (express ideas, thoughts, languages, conveying details, accurately, loudly, quickly)
- Hearing (receive details through oral communication, make fine differences in sound with other sound interference e.g. running machines, other people)

Visionary Functions:

- Near acuity (at 20 inches or less when minute accuracy is essential)
- Far acuity (more than 20 inches when day and night/dark conditions are essential)
- Depth perception (3 dimensional vision, judge distances, space)
- Color vision (distinguish colors)
- Field of vision (up-down and right-left)

Smell and Tasting Functions:

- Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

Movement, Strength, Repetition Functions:

- | | | | | |
|--|--|--|--|---|
| <input type="checkbox"/> Climbing | <input checked="" type="checkbox"/> Kneeling | <input checked="" type="checkbox"/> Reaching | <input checked="" type="checkbox"/> Balancing | <input checked="" type="checkbox"/> Crouching |
| <input checked="" type="checkbox"/> Grasping | <input checked="" type="checkbox"/> Stooping | <input checked="" type="checkbox"/> Crawling | <input checked="" type="checkbox"/> Picking/Typing/Keyboarding | |
- Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of the time)
 - Light (exert up to 20 lbs of force to lift, carry, push, pull, move object; walk/stand occasionally)
 - Medium (exert 21-50 lbs of force, walk/stand frequently)
 - Heavy (exert 51-100 lbs of force, walk/stand routinely)
 - Very Heavy (exert over 100 lbs of force, walk/stand routinely)

Environmental Conditions:

- | | |
|---|--|
| <input type="checkbox"/> Weather (rain, snow, wind) | <input type="checkbox"/> Vibrations |
| <input type="checkbox"/> Extreme cold (inside, outside) | <input type="checkbox"/> Hazards (fumes, odors, dust, toxic chemicals, allergens, |
| <input type="checkbox"/> Extreme heat (inside, outside) | <input type="checkbox"/> Extreme noises |
| <input type="checkbox"/> Confined/restricted spaces | <input type="checkbox"/> Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation, shock) |