### UNIVERSITY SUPPORT PERSONNEL SYSTEM
**POSITION DESCRIPTION**

| 1. Division: | Student Affairs |
| 2. Transaction Type: | | |
| 3. Position Number: | 20058 |
| 4. School/College/Department | Student Health Services |
| 5. Department Number: | 047900062 |
| 6. Effective Date: (Personnel Use Only) | |
| 7. Section: | |
| 8. FTE: | 1 |
| 9. Budget Entity: | |
| 10. Pay Plan: | USPS |
| 11. Subsection: | PRES |
| 12. Class Code: | |
| 13. City | Tallahassee |
| 14. County | Leon |
| 15. Class Code: | 1415 |
| 16. Class Title: | Fiscal Assistant |

### STATEMENT OF FUNCTION
Describe in detail the specific duties and responsibilities assigned this position. Attach additional sheets, if necessary, to properly describe the position.

#### 16A. Essential Functions of the Job
This position serves as a Fiscal Assistant and reports to the Office Manager / Director, Student Health Services.

- **45%** Enters information from encounter forms into the computer daily. Enters charges in the PeopleSoft system daily correct or reverse in charge errors.
- **15%** Record detail of business transactions and services rendered into designated ledger daily (lab work, special procedures and x-rays).
- **15%** Total Student Health Services charges receipts. Reviews documents for accuracy and enter charge receipts to accounting systems.
- **10%** Pull medical charts after all labs have been entered in the designated ledger and send certified letter if students need to return to the clinic for abnormal lab results.
- **08%** Reconcile charges monthly review fiscal documents for accuracy and follow up with supervisor.
- **05%** Prepare non-routine fiscal report. Compile data from the computer for monthly and annually report. Types memos, letters and other documents. Acts a receptionist for the unit as needed.

#### 16B. Marginal Functions of the Job
- Make GYN and Physical Appointments daily
- Performs related work as required

#### 16D. Level of Public Contact (statement of internal and external business contact, including frequency and scope) –
Will have ongoing contact with Students, Parents, Visitors, Administrators, and/or University Departments and Colleges.

### POLICY MAKING INTERPRETATION
What statute establishes or defines the work performed?

NONE

### SUPERVISOR’S POSITION
Number: **20128**  Class Code: _0716_  Class Title: Office Manager
Position # 20058

19. SUBORDINATE UNITS: (State organizational units under your direct supervision. Include class titles and position numbers of positions directly supervised.)
NONE

20. MONETARY RESPONSIBILITY: Current budget for which this position is accountable. Include statement of responsibility for funds, amount and consequence of error.
NONE

21. STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA (The disclosure of which would be prejudicial to the successful operation of the University.)

Will have access to confidential medical data subject to numerous institutional, state, and federal statute, rule, and policy and will exercise appropriate caution in their personnel action. Must be in compliance with Federal Educational Rights & Privacy Act (FERPA) laws.

22. KNOWLEDGE/SKILLS/ABILITIES:

- Ability to plan, organize and coordinate work
- Ability to establish and maintain effective working relationships with others
- Ability to communicate effectively both verbally and in writing
- Knowledge of office procedures
- Ability to type correspondence
- Ability to use correct grammar and spelling
- Ability to operate general office machines
- Knowledge of basic bookkeeping and accounting

22A. Education/Training/Experience - In order of importance, state any specific education, training and experience and knowledge, skills and abilities required for this position. Note that these requirements must be related to the essential functions and at least equal to the minimum qualifications stated on the official class specification.

Specialized Minimum Qualifications: A high school diploma and five years of appropriate work related experience. Appropriate vocational/technical training may substitute for the high school diploma.

Preferred Qualifications: Bachelor’s Degree in related area, and a minimum of 1 year work related experience.

Working Hours: a) Daily from 8 to 5  b) Total hours per week 40

May be required to attend events related to Student Affairs on evening and/or weekends.

23. REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW:

Please review statements below check all that apply.

__ This position requires a background check and/or fingerprinting. Florida Statutes.
__ This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statutes.
__ This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors' invoices and/or distribution of warrants to vendors.
__ This position requires licensure, certification or other special requirements described below.

ATTACH ADDITIONAL SHEETS, IF NECESSARY, TO PROPERLY DESCRIBE THE POSITION.

24. SIGNATURES:

Incumbent __________________________ Signature __________________________ Date __________________________

Supervisor __________________________ Signature __________________________ Date __________________________

Reviewing Officer __________________________ Signature __________________________ Date __________________________