



SPRING HILL
COLLEGE

Student Employment Program Job Description

Work-study Position: Accounting and Finance Clerk
Department: Business Office
Location: Business Office – Arts Building
Supervisor: Dallas Marlow dmarlow@shc.edu

Rate of Pay: \$10.00

Length of Employment: Academic Year 2025-2026

Schedule: Schedule will vary based on student availability. Office Hours: Monday – Friday 8 a.m. – 4:30 p.m.

Purpose of Position: Reports to the Controller. The Accounting and Finance Clerk will serve as the initial contact for the Business office, providing professional and positive customer service. The employee assists visitors with questions, paperwork, and requirements as they relate to the Accounting and Finance office.

Description of Duties and Responsibilities that relate to student's role/position: LIST ALL RELATED DUTIES AND RESPONSIBILITIES

- Interacts face-to-face with all visitors. **OWC, PWE**
- Maintains office supplies and stocking the orders as they come into the department. **CM**
- Posts the Golf Course entries daily **CM, OWC**
- Files all Payroll filing daily **CM, OWC**
- Matches AP checks to invoices then files in the appropriate vender filing. **PWE**
- Scans all banking and investment statements and saves them in the appropriate area on the J Drive. **OWC, PWE**
- Performs other duties of the Accounting and Finance Office as necessary or as requested. **TC**
- Processes and maintains information that is often ambiguous and highly confidential. **PWE**
- Assists the Accounting Staff during busy periods, if available or as requested. **PWE**
- Participates in the annual audit as assigned. The employee may be required to perform such tasks as compiling documents and/or information and tracking files assuring compliance. **PWE, TC**
- Performs other duties as assigned by the Controller. **TC**

Required Knowledge, Skills, and Abilities: LIST ALL REQUIREMENTS

- Viable candidates should be prepared to support and strengthen the Jesuit, Catholic mission of Spring Hill College. **L, GU**
- Ability to work independently with initiative and a minimum of supervision. **PWE, CM**
- Ability to use mainframe and personal computer systems as well as other appropriate office equipment such as adding machine and printer/copier/fax machine to perform job functions in a timely and accurate manner. **DT, PWE**
- Ability to review a student's account and accurately inform our student of types of transactions. **DT, OWC**

THE COLLEGE RESERVES THE RIGHT TO CHANGE, ADD, OR REASSIGN JOB DUTIES OR COMBINE POSITIONS, OR PORTIONS THEREOF, AT ANY TIME. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT. AN EQUAL OPPORTUNITY EMPLOYER.



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- Ability to work with others in a team effort, often under the pressure of deadlines; ability to prioritize and/or keep track of multiple tasks and deadlines. **TC**
- Possession of excellent communication skills as well as the ability to be personable but firm in dealing with people. **OWC**
- Ability to respond engaging and knowledgeably to persons requesting information. **OWC**
- Ability to maintain office hours as necessary to provide maximum service; arriving on time for the mutually agreed upon schedule. **TC**
- Ability to listen and identify problems and work out a solution that is satisfactory to all involved while protecting the interests of the College. **OWC**
- Ability to maintain composure and be pleasant during difficult periods. **PWE**
- Ability to concentrate and function in an orderly manner in the midst of chaotic periods. **PWE**
- Ability to learn and accurately apply applicable College policies and procedures within six months of employment. **CM**

Qualification Standards: LIST ALL STANDARDS

- Eligibility: Student must have work-study eligibility confirmed by the Office of Financial Aid
- Experience: Student must have experience using a mainframe and/or personal computer system

Evaluation Procedures:

Evaluations will be completed at the end of each academic year. Student employee and supervisor will meet to discuss the evaluation. Both parties will sign the evaluation that will be turned into the Office of Financial Aid.