

**HIGHER EDUCATION  
REQUEST FOR GROWTH POOL POSITION**

INSTITUTION College of the Ouachitas/685

DATE 03/10/201

<u>CLASS CODE/TITLE</u>	<u>CLASSIFICATION REQUESTED</u>	<u>GRADE</u>
A098C/Fiscal Support Specialist		C112

I HEREBY CERTIFY THAT:

- A. The position requested is a full time position that is critical to the operation of the institution and will not be used for any other purpose than that which is outlined in the position description and the narrative justification of the position submitted on page 2 and page 3 of this request.
- B. Sufficient funds are available to fund this position at the requested grade.

Rhonda Smith	03/10/2014	Dr. Stephen Schoonmaker	03/10/2014
<u>INST PER REPRESENTATIVE</u>	<u>DATE</u>	<u>INST PRESIDENT/CHANCELLOR</u>	<u>DATE</u>

**OFFICE OF PERSONNEL MANAGEMENT - RECOMMENDATION**

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>
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LEGISLATIVE COUNCIL/JBC REVIEW DATE

FAVORABLE  UNFAVORABLE

**POSITION DESCRIPTION**

**(1) % of TIME AND WORK PERFORMED**

**NOTE:** Indicate % of time for each example of work, single space within each example of work and double space between examples.

- 20% Accounts Payable which includes receiving and verifying invoices and requisitions for goods and services, daily
- 5% Verify that transactions comply with policies and procedures, daily
- 10% Prepare and enter invoices for payment, daily
- 10% Prepare vendor checks for mailing, daily
- 10% Maintain general ledger, weekly
- 5% Research and resolve invoice discrepancies and issues, daily
- 20% Maintains financial information, files, and records for the purpose of ensuring the availability of documentation, daily
- 10% Submits various state reports such as AASIS, mileage, and vehicle reports, monthly
- 10% Manages purchase cards, travel cards and gas cards, daily

(2) Name and title of your immediate supervisor:  
Jackie Holloway/Controller

(3) Payroll titles of employees supervised and number of employees per title. If employees supervised, enter "None":  
None

**(4) Machines or equipment used regularly in your work. Give percent of time spent in operation of each.**

80%	Computer and printer
20%	scanner
%	
%	

**(5) Basic Qualifications**

Education, general:	
Education, special or professional:	Associates degree in accounting or business
Experience, length in years and kind:	2 years in bookkeeping, basic accounting, or billing
Licenses, certificates, or registration	
Special knowledge, abilities and skills:	Knowledge of database accounting and management principles, Knowledge of applicable laws and regulation of assigned section. Knowledge of computers and software application programs, customer service techniques, and ability to conduct research and perform basic quantitative quality assurance reviews.
Physical Requirements	

**NARRATIVE JUSTIFICATION**

This position is responsible of performing a wide variety of fiscal related tasks that are standard or regular support duties within the business office with a primary focus of ensuring the processing of all invoices for payment and recording transactions in accordance with established procedures. This position performs accounts payable, a job in itself, but has also taken on additional duties such as travel and credit card reconciliations and fleet insurance/registration . This position is also required to back up purchasing and accounts receivable personnel as required.

As the College continues to grow and change, so does the jobs that are in the business office. Under a limited budget, and not being able to extend the number of employees in the business office, the jobs have had to grow with the growth and changes at the College. For this reason we are requesting the change of position.