

Southwest Tech is committed to providing a welcoming environment and a sense of community where all employees can experience success. We empower and inspire all members of the Southwest Tech community to embrace differences, defend human dignity, and respect the richness of values and ideas that each person brings to the college.

POSITION **Budget and Finance Assistant (Full-Time, Benefitted)**
APPLY BY **October 2, 2024**
HIRE DATE **October 28, 2024**

DIVISION Fiscal Services
REPORTS TO Director of Fiscal Services/Controller
CLASSIFICATION Hourly (Non-Exempt)
POSTING DATE September 3, 2024

SUMMARY

The Budget and Finance Assistant provides administrative support for the Finance & Budget department and Accounts Payable process. This position will be responsible for the College Student Budget portion of Student Success Plans, Continuing Education and Auxiliary invoicing, Foundation & Real Estate Foundation bank reconciliation, Accounts Payable purchase card process/reconciliation, tax levy administration, and journal entries. This position involves a high level of confidentiality.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

- Student Success Plans – College Student Budget advising.
 - Working one-on-one with students in creating College Student Budget Plans.
 - Advising and mentoring students on all financial aspects of student life.
- Create Continuing Education & Auxiliary Services invoicing/departmental charges.
- Process/reconcile Bookstore course resource student billing and third-party billing.
- Apply Accounts Receivable payments to customer accounts.
- Accounts Receivable monthly statements and reconciliation.
- Continuing Education Portal state reporting and third-party maintenance.
- Process and reconcile Accounts Payable purchase cards.
- Preparation of tax levy certifications, payments, and reconciliation.
- Prepare journal entries including month end departmental charge processing and reconciliation.
- Participate in the preparation/reconciliation of the annual audit.
- Preparation of financial statements including Board Reports, Program Scorecards and Auxiliary Reports.
- Primary Finance contact for Student Clubs/Teams, transfers, and journal entries.
- Organize, schedule, and lead Fiscal Services meetings.
- Housing payment reconciliation and transfer to Real Estate Foundation.
- Supervise/train student employees in conjunction with the Budget & Finance staff.
- Primary backup for the Accounts Payable processes.
- Foundation and Real Estate Foundation bank reconciliation.
- Other duties as assigned.

TRAINING AND EXPERIENCE

- Associate's degree in Accounting or related field and 2 years of related experience; or equivalent combination of education and experience.
- Bachelor's degree attainment may result in succession planning options within the Finance Department.

KNOWLEDGE

- Bookkeeping principles and practices.
- Accounting principles.
- Budgeting principles.
- Mathematical concepts.
- Customer service principles.
- Applicable federal, state, and local laws, rules, and regulations.
- Applicable computers and software.
- Methods of preparing financial reports.

SKILLS

- Performing accounting activities.
- Monitoring fiscal accounts.
- Maintaining data integrity and confidentiality.
- Providing customer service.
- Attention to detail.
- Using a computer and related software applications.
- Maintaining records.
- Preparing financial documents.
- Interpreting departmental procedures and policies.
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information.

PHYSICAL REQUIREMENTS STATEMENT

- Southwest Tech is committed to creating an inclusive and accessible workplace. While certain job roles may require physical capabilities, we welcome applicants of all abilities and are committed to providing reasonable accommodations throughout the hiring process and in the workplace.

APPLICATIONS

Internal and External applicants complete and submit the online employment application at www.swtc.edu/jobs For questions regarding the application process, or if you need an accommodation, please email Human Resources at humanresources@swtc.edu or **608.822.2314**. (TDD: 608.822.2072)

SALARY RANGES

B22 Hourly: \$19.56 - \$25.37

BENEFITS/SERVICES

Our comprehensive benefit package includes the following and much more:

- Health Insurance
- Dental Insurance
- Life Insurance
- Long-Term Disability
- Health Savings Account
- Health Club Access
- Wisconsin Retirement System Contribution
- On-campus day care (hourly rate charged)
- College Savings Program
- Additional Voluntary Benefits

SELECTION PROCESS

The Review Committee will screen applicants and contact them for an interview. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate's employment offer may be subject to completion of a criminal background check and pre-employment drug screening.

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The Equal Opportunity/Affirmative Action Officer has been designated to handle inquiries regarding non-discrimination policies. Call 800-362-3322, Ext. 2315 (TDD: 608-822-2072) or write Southwest Tech, 1800 Bronson Blvd., Fennimore, WI 53809.