

TITLE: Financial Services Clerk

DEPARTMENT/DIVISION: Fiscal Affairs

REPORTS TO: Student Accounts Specialist

CLASSIFICATION: Classified (full-time)

SALARY: \$30,000 - \$32,000, based on education and experience

POSITION SUMMARY

The Financial Services Clerk (FSC) is responsible for all aspects in managing student accounts. This includes but is not limited to helping students understand their charges, accepting student payments, processing collection efforts, and answering emails/phone calls from students. The FSC will assist in Business Services operations such as processing creating purchase orders, processing travel claims, checking out purchasing cards (P-cards) and other functions as necessary. The FSC will accept paperwork from various departments and then distribute it to the proper office with a high level of accuracy.

SEMINOLE STATE COLLEGE MISSION AND VALUES

- All employees will represent Seminole State College in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practice of Seminole State College.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Receive tuition and fee payments consisting of cash, checks, credit cards (by phone or in person), loans, promissory notes, or third-party payments.
- Prepare the daily deposit at the end of each business day including editing and posting of the daily activities.
- Receive deposits from the Bookstore and ensure deposit documents balance.
- Serve as a liaison between students and the College-sponsored refund processing bank.
- Lead collections of past due accounts and returned checks, including notifying students.
- Contact and coordinate efforts with Collection Agencies on unpaid debts.
- Receive and process parking citations, including setting up spreadsheets of all citations received and posting the fines to the proper accounts.
- Take phone calls and relay necessary information pertaining to all Business Office/Fiscal Affairs occupants.
- Answer questions from students and community as related to accounts receivable and other pertinent areas.
- Type statements and/or correspondence when necessary.
- Mail student statements.
- Handle confidential information with tact and discretion.
- Process Bank of America statements, matching receipts to POs and following up with departments as necessary to locate missing receipts or information.
- Contact Bank of America to cancel BOA cards, verify information, or to order new cards for SSC personnel.

- Process travel documentation with a high level of accuracy.
- Process vendor requests promptly.
- Assist Accounts Payable with creating purchase orders.

OTHER DUTIES AND RESPONSIBILITIES

- Performs other functions as necessary or as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Minimum of an associate degree or five years' experience in a business/cashier office or related area preferred.
- Must be able to assemble, evaluate, and draw reasonable and logical conclusions from appropriate data, and take responsible resulting actions.
- Knowledge and skills required in fulfilling the responsibilities of this position include the ability to understand and input information into the Student Billing module of the Jenzabar EX accounting system and the deposit module of the PeopleSoft program.
- Proficiency in the use of computers and experience with Microsoft Office (Word, Excel, PowerPoint, etc.) are required.
- Exceptional skill in dealing with a diverse population, in a variety of situations.
- Strong organizational, time management, and oral and written communication skills, including the ability to greet and host campus administrators, faculty, students, and guests.
- Must be able to work flexible and/or extended hours during peak times of the academic year, including some Saturdays.
- Enthusiastic, dependable, and self-motivating.

Application review will begin immediately; however, only candidates whose applications are received by **November 5, 2025** are assured of receiving full consideration. Salary is \$30,000 - \$32,000, based on education and experience. Benefits provided by the college include Oklahoma Teachers' Retirement, group health and dental insurance, long-term disability, and life insurance equivalent to two times contractual salary. Employment is subject to successful completion of background check. *This position is contingent upon the budget.*

To apply, please send letter of application, resume, copies of all academic transcripts, and the name and phone numbers for three professional references to:

Seminole State College
ATTN: Human Resources
P.O. Box 351
Seminole, OK 74818

Email all documents to: HR@sscok.edu
or

SSC participates in E-verify.
Posted October 22, 2025