

## **Veteran Support Team Position Qualifications**

### **Bursar**

Incumbents are required to have:

A Bachelor's degree in Accounting, Finance, Business Administration or an appropriately related field. Two years of related experience, including experience performing general accounting operations. Strong supervisory skills preferred.

### **Cash Accounting Clerk**

Incumbents are required to have:

Knowledge of accounting codes; knowledge of general office procedures; basic bookkeeping skills; interpersonal skills; ability to handle large amounts of money; ability to perform general clerical tasks; ability to operate a variety of office equipment which includes personal computers and electronic equipment, cash registers and check writing machines.

Two (2) years of clerical experience in accounting, financial record keeping or bookkeeping. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience.

### **Financial Aid Assistant**

Incumbents are required to have demonstrated knowledge and abilities in the following areas:

- Limited familiarity with federal, state and private funding sources and their policies and regulations;
- strong information technology literacy skills;
- Application of financial assistance programs attracting and retaining students to meet college enrollment goals;
- Ability to lead and train student personnel;
- Favorable interaction with faculty, students, staff, and the public; and,
- strong oral and written communication skills.

These skills and abilities typically are acquired through a combination of education, training and experience which would include an Associate's degree in an appropriately related field together with two years of related experience; or a combination of education, training and experience which would lead to the competencies required for the successful performance of the position's essential duties.