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*Main Campus* • *550* Alabama Avenue • Memphis, TN 38105-3604 901-543-6100 • FAX: 901-543-2461

*Extension Campus* • 3435 Tchulahoma Road • Memphis, TN 38118- 2718 901-543-6180 • FAX: 901-543-6183

*Instructional Service Center,* 5688 Woodlawn Street· Bartlett, TN 38134 901-543-6100 · FAX: 901-543-2461

**FINANCIAL SUPPORT ASSOCIATE 3**

This is a full-time position located in the Business Office on the Tennessee College of Applied Technology Memphis Main Campus. The position reports to the Coordinator of Finance & Personnel. The associate will perform all duties related to the college Business Office Financial Support Associate 3 position. The Financial Support Associate 3 maintains standards of specifications, adherence to policies and procedures, TN Board of Regents regulations, and state legislation.

An Associate Degree in Business or Accounting is required; a B. S. degree in Business or Accounting is preferred. Two (2) years of full-time professional experience in accounts payable/accounting, preference being given to higher education experience.

# Essential duties:

* Provide excellent customer service to students, faculty, staff, and visitors.
* Assist the manager in evaluating uncollected accounts to be turned over to collection agencies.
* Assist manager in semi-annual accounts receivable write-off recommendation.
* Process receipts received via mail.
* Provide a backup function for cashiers.
* Monitors payment plan activity.
* Assist the other Financial Support Associates 3 in resolving complex issues.
* Research student appeals and provide resolution recommendations.
* Account reconciliations.
* Bills third-party accounts and maintains reconciliation of outstanding accounts and unbilled contracts.
* Process third-party authorizations to student accounts.
* Create, reconcile, and distribute vendor invoices for student and non-student charges
* Research payments presented for processing.
* Assist with inquiries from students and outside parties by providing excellent customer service.
* Assist with special projects and other assignments as assigned.

# Professional skills:

* Experience in general computer with a working knowledge of Microsoft Office applications, mainly Excel and Word.
* Knowledge of accounting systems and internal controls.
* Knowledge of principles and methods of bookkeeping or accounting.
* Knowledge of office practices, procedures, and equipment.
* Ability to direct the flow of a considerable volume of detailed work.
* Ability to make mathematical calculations rapidly and accurately.
* Ability to exercise good judgment in evaluating situations and making decisions.
* Ability to establish and maintain an effective working relationship with the faculty, staff, and students.
* A background check will be required for the successful candidate.

A Board of Regents Institution http://www.tctamem phis.edu

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Salary is commensurate with experience and according to salary guidelines established by the Tennessee Board of Regents.

**Application Deadline:** Review of applications will continue until the position is filled.

**Please complete the following steps to apply:**

* **Visit https://tcatmemphis.edu/about/jobs-and-employment**
* **Select "View Open Job Opportunities"**
* **Select "PageUp Job Postings"**
* **On the left pane menu, under college, select TCAT Memphis and follow the instructions**

Tennessee College of Applied Technology Memphis does not discriminate on the basis of race, color, religion, ethnic or national origin, sex, disability, age, status as a covered veteran, or genetic information in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Sherlita Nelson-Denton (901-543-6137) or via this webpage: http://www.tcatmemphis.edu.

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