

**POSITION DESCRIPTION**

Position Title: Finance Support Coordinator

Department: Claremont Lincoln University

Reports to: Chief Financial Officer

Status: Full-time / Non-Exempt

Position Number: 057

Date: March 26, 2019

**ABOUT CLAREMONT LINCOLN UNIVERSITY:**

**VISION:** Engage in Positive Social Change™

**MISSION:** The mission of Claremont Lincoln University is to be a place where students learn how to treat others as they would like to be treated. Students learn the skills necessary to understand differences among religions, governments, other organizations, and individuals; how to respect those differences; and how to cooperate and collaborate with those of different viewpoints to resolve problems between them peacefully without violence. Our students will integrate self-knowledge with critical perspectives and contemporary skills to create sustainable social change – how to implement the golden rule. Claremont Lincoln University embeds the golden rule in the Claremont Core® which teaches the skills of mindfulness, dialogue, collaboration, and change.

**VALUES:**

**COMPASSION** – Follow the Golden Rule: Do unto others as you would have them do unto you.

**INTEGRITY** - Be consistent and transparent in our values, actions and outcomes.

**RESPECT** – Value and be mindful of others’ views and traditions.

**DILIGENCE** – Have a commitment to continually improve and the strength to make a difference.

**INDIVIDUAL RESPONSIBILITY** – Hold ourselves accountable; deliver on our promises.

**INNOVATION** – Strive to define new ways to make education better.

**LOYALTY** – Support and allegiance to CLU and its mission.

**SOCIAL IMPACT** – make the world a better place.

**SERVICE** - provide a quality educational experience to all that encounter CLU.

**PURPOSE OF THE POSITION:** In addition to managing all accounts payable and receivable, this position also provides high-level, independent, administrative and technical support and oversight for a broad range of activities in support of the Office of Business and Finance of Claremont Lincoln University to maximize efficiency and effectiveness. The incumbent must exercise a high degree of accuracy, organization, judgment, confidentiality, discretion and tact in all communications and interactions, possess excellent written and verbal communication skills, effectively manage diverse administrative tasks, projects and responsibilities, and model the values of this institution.

**RESPONSIBILITIES:** All responsibilities are presumed to reflect the effective implementation of best practices. Technology will be leveraged as an enabler whenever practical. Internal controls will be installed to ensure that all activities comply with acknowledged standards of fiduciary due care, non-conflicts of interest and confidentiality.

- Performs general office duties; manages and maintains files, reports and correspondence for the business offices; and prepares materials for reference and/or for meetings as needed;
- Assists in processing biweekly payroll, including processing payroll tax contributions, submitting retirement fund contributions, creating and posting necessary journal entries to record all payroll transactions;
- Assists Human Resources with processing new hires and separations, employee benefits enrollment and terminations, and other minimal duties as related;
- Contributes to team effort by accomplishing related results as needed;
- Prepares work to be accomplished by gathering and sorting documents and related information;



- Prepares and posts journal entries in general ledger;
- Performs daily reconciliation of bank accounts by reconciling statements and transactions;
- Manages and maintains all Accounts Payable functions of over 500 vendor accounts; including setting up new vendors, activating and inactivating vendors and updating account details;
- Collects and maintains all W-9 vendors forms;
- Processes weekly accounts payable invoices for payment via live check or ACH following contract contingencies, due dates, etc.;
- Submits Positive Pay file for weekly A/P check run;
- Processes and posts all voided checks and submit corresponding positive pay file to bank;
- Pays invoices by verifying transaction information; scheduling and preparing disbursements; obtaining authorization of payment;
- Prepares monthly sales invoices and collects tenant rent; notifying customers of insufficient payments;
- Resolves vendor account discrepancies by investigating documentation; issuing stop payments, payments, or adjustments;
- Performs all steps necessary to record monthly credit card transactions; including retrieving transaction details from bank website, manipulating detail into easy-to-read spreadsheets, distributing details based on card holder, collecting receipts and approvals in a timely manner and using current year budget codes and best judgement to apply charges correctly;
- Processes and reconciles all Petty Cash requests, all expense account reimbursements, all check requests while ensuring necessary back-up documents are attached and approved by upper management;
- Collects, records and deposits all checks received using remote scanner;
- Applies charges to most accurate GL account based on current year budget and input from budget managers and department heads;
- Maintains financial security by following internal accounting controls;
- Updates monthly Travel, Meals and Education Expense spreadsheet for monthly financial records;
- In conjunction with the Office of Business and Finance, monitors inventory of fixed assets, including refresh/update schedule of computer equipment for the institution;
- Presents information and prepares summary reports for appropriate constituencies;
- Answers phones and routes calls as necessary;
- Picks up and sorts mail for distribution;
- Creates templates and forms used for invoice approvals, check requests, petty cash, credit card authorizations, etc.;
- Participates in special events and provides support as needed; and
- Performs other duties as assigned.

## **QUALIFICATIONS:**

### **Minimum Education and Experience:**

- BA/BS degree or equivalent preferred;
- Minimum of three years of finance/administrative work, preferably within higher education or financial management;
- Evidence of progressive levels of responsibility essential, experience in supporting senior managerial a plus, experience at executive level highly desirable; and
- Must have a valid California Driver's License and proof of insurance.

### **Knowledge, Skills, Abilities:**

- Must possess required knowledge and skills to be able to demonstrate that the essential functions of the job can be performed.
- Data entry skills, general math skills, financial software, information analysis, thoroughness, reporting research results, and verbal communication;

- Understands and commits to the philosophy and mission of Claremont Lincoln University;
- Demonstrates high degree of professionalism and independence, and exercises discretion and confidentiality with a wide variety of complex issues;
- Possesses exceptional oral, written and interpersonal communications skills. Able to demonstrate skill in written communication;
- Maintains high level of effectiveness in different situations with varying people, tasks and responsibilities in culturally diverse environment;
- Proficiency in MS Office (Word, Excel, PowerPoint, Outlook);
- Demonstrates ability to take initiative and follow-through, attention to details and well organized;
- Demonstrates experience in handling demands and requirements of senior-level or executive management in higher education; able to deal with multiple issues simultaneously; and
- May be required to work evenings or weekends on occasion.

**Claremont Lincoln University is an Affirmative Action/Equal Opportunity Employer.**

**I have read and received a copy of my Position Description.** I understand this overrides anything I have been given or have been told in the past. I further understand that I am expected to follow my position as is outlined above and, if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. *Nothing in this position description restricts my immediate supervisor's right to assign new, or reassign existing, duties and responsibilities to/from, respectively, this position at any time.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Agreed to by Immediate Supervisor:

\_\_\_\_\_  
Immediate Supervisor Signature

\_\_\_\_\_  
Date

**Notice:** The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description. Claremont Lincoln University is an Equal Opportunity Employer and embraces diversity as a critical step in ensuring employee, student and graduate success. We are committed to building and developing a diverse environment where a variety of ideas, cultures and perspectives can thrive.