

**Fiscal Support Specialist**  
**\$25,773 annual salary**  
**40 hours per week**

**Applications will be accepted until 5:00 p.m. on October 5, 2021 in the Office of Human Resources, Womack 209 or may be emailed to [humanresources@hsu.edu](mailto:humanresources@hsu.edu).**

**SUMMARY:**

The Fiscal Support Specialist is responsible for performing a variety of fiscal related fiscal tasks that are standard or regular support duties within an assigned department or program. This position is governed by Generally Accepted Accounting Principles (GAAP), state and federal laws and institution policy.

**TYPICAL FUNCTIONS:**

Receives, reviews, and audits documents to ensure completion; verifies codes, calculations, authorizations and additional required information.

Performs data entry of various information, including invoices and payments, to internal automated tracking and reporting system, general ledger, or other appropriate system after reviewing the documents for accuracy.

Receives payments, verifies for accuracy, posts money and receipts, and processes funds following prescribed methods; deposits into appropriate accounts.

Maintains manual and computerized files. Reviews files for accuracy and corrects information as needed. Files documents alphabetically, numerically, or by other prescribed methods within designated timeframes.

Prepares forms, correspondence, reports and other documents utilizing appropriate software.

May communicate with vendors and other customers to provide information regarding the status of accounts or other related transactions.

May monitor systems to determine the distribution of invoices, contracts, or grants, and may reconcile receipts of bank deposits and bank statements.

May create electronic batches of documents and remittances, correct and balance batches, compute tax liabilities, and make corrections.

May assist with accounts receivables and accounts payables.

Performs other duties as assigned.

**KNOWLEDGE, ABILITIES, AND SKILL LEVELS REQUIRED:**

Knowledge of database accounting and management principles. Knowledge of applicable laws and regulations of assigned section. Knowledge of computers and software application programs. Knowledge of customer service techniques. Ability to record fiscal data and manipulate data to generate complex reports and documents. Ability to conduct research and perform basic quantitative quality assurance reviews.

**MINIMUM EDUCATION AND/OR EXPERIENCE:**

The formal education equivalent of a high school diploma; plus two years of bookkeeping, basic accounting, billing, or a related experience.

Additional requirements determined by the institution for recruiting purposes require review and approval by the Arkansas Division of Higher Education.

OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

**PLEASE NOTE:**

The applicant selected for this position will be required to submit to a background screening, including criminal background check and financial records check.

**Henderson State University is an Equal Opportunity Employer/Affirmative Action Employer with a significant commitment to the achievement of excellence and diversity among its faculty, staff, and students.**