



TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

HARTSVILLE

716 McMurry Boulevard East, Hartsville, TN 37074
Phone (615) 374-2147 FAX (615) 374-2149 <http://www.tcathartsville.edu>

POSITION ANNOUNCEMENT FINANCIAL SUPPORT ASSOCIATE (PART-TIME)

The Tennessee College of Applied Technology Hartsville is accepting resumes and taking applications for the position of Financial Support Associate at the main campus in Hartsville, Tennessee.

MINIMUM REQUIREMENTS:

- High School or GED; Technical Diploma and/or Associates Degree preferred.
- At least three years of successful, recent employment experience in an office environment. Financial clerk; bookkeeping and/or accounting experience preferred.
- Proficient computer skills and working knowledge of information management systems or ability to master such systems as well as typing; 10-Key and data entry skills; along with strong Microsoft Office skills.
- Strong customer service skills.
- Work with minimum supervision on moderately difficult to complex clerical tasks.
- Ability to effectively analyze and evaluate detailed data.
- Ability to relate and communicate to a diverse faculty, staff and student population.
- Establish and maintain an effective working relationship with students, the public and other employees.

GENERAL DUTIES: The Financial Support Associate will help support Business Office functions. Work performed may include, but is not limited to: technical/clerical tasks as needed; assisting with processing accounts payable for the institution; back-up cashier duties including creating student invoices and taking payments; reconciling travel payment accounts and procurement card logs; compiling and submitting information for various Business Office reports; receiving and distributing orders and supplies; assisting with deposits; assisting with bookstore functions as needed, and other duties as assigned. Scheduled work hours are typically Monday through Friday from 7:30 a.m. to 1:30 p.m., but could vary due to need. Other duties and tasks as assigned.

In addition, the ideal candidate will be an enthusiastic team player who is willing to take initiative and go above and beyond the call of duty in a changing work environment and whose career objectives include being a member of a dynamic and growing institution that has a vision to expand its services and increase its offerings to the citizens, businesses and industries in its service area.

SALARY: Commensurate with education and experience according to Tennessee Board of Regent guidelines; this is a part-time position. Position is open until filled, with expected employment in January 2024. Employment applications may be found here:

<https://tcathartsville.edu/about/jobs/financial-support-associate-2023-11>. Qualified applicants may submit a letter detailing how they meet the requirements for the position, accompanying resume and application to this address:

Tennessee College of Applied Technology Hartsville
716 McMurry Blvd. East
Hartsville, TN 37074-2028
Or submit via email to Susan.McDonald@tcathartsville.edu

Review of resumes will begin immediately; expected appointment is in January 2024. Applications are available online at:
<https://tcathartsville.edu/about/jobs/recruiter-2023-11>.

TCAT Hartsville does not discriminate on the basis of race, color, religion, creed, ethnicity or national origin, sex, disability, age, status as a protected veteran or any other class protected by Federal or State laws and regulations and by the Tennessee Board of Regents policies with respect to employment, programs and activities. The following person has been designated to handle inquiries regarding nondiscrimination policies: Jonathan Smallwood, Vice President, jonathan.smallwood@tcathartsville.edu, 716 McMurry Blvd E, Hartsville, TN 37074. The TCAT Hartsville policy on nondiscrimination can be found at <https://tcathartsville.edu/about/non-discrimination-statement>.

WE BUILD CAREERS.

A Tennessee Board of Regents Institution

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