

Fiscal Affairs Administrative Assistant

DEPARTMENT: Fiscal Affairs

JOB TITLE: Administrative Assistant

SUPERVISOR: Sara Simpson, Fiscal Tech
Ruby Hicks, RM280
ssimpson@tctc.edu
864-646-1848

DUTIES:

Assist with updating spreadsheets, data entry, preparing journal entries, scanning, filing, and retrieving invoices from our imaging software in addition to other office related functions and duties as assigned.

Training will be provided to cover job responsibilities and expectations.

QUALIFICATIONS:

Ideal candidates for this job will be dependable and responsible, have the ability communicate effectively and work independently when necessary, effectively use Microsoft Office applications, and agree to adhere to confidentiality as required by FERPA.

SCHEDULE:

The schedule for this job is flexible during the hours of 8:00 a.m. through 5:00 p.m.

HOURS PER WEEK: 20 hours per week, dependent upon work load

PAY INFORMATION: \$12 per hour

Location: Pendleton Campus