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WEBSITE:

<http://www.cei.edu/hr> OR
<https://dhr.idaho.gov/JobSeekers/StateJobOpenings.html>

EMAIL:

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Classified

Opening

FINANCIAL SPECIALIST

Classified Classification

College of Eastern Idaho

Open for Recruitment: Open until filled. First application review will be the week of December 4th, 2017 – interested candidates are encouraged to apply as soon as possible.

Full-Time: \$17.78 - \$19.26 hourly + plus competitive benefits

Location(s): Idaho Falls

SPECIAL NOTIFICATION: Incumbent will report directly to the Controller.

CLASS PURPOSE: To perform various professional financial duties requiring application of accounting, auditing, and/or budgeting theory, principles, and practices; perform related work.

RESPONSIBILITIES:

- Some positions may require moderate to extensive travel.
- Incumbents use their professional background to prepare, analyze, and/or audit financial records and documents, accounting systems, financial statements, work papers, budgets, tax and payroll records, and other related documents. Generally incumbents prepare reports of findings, conclusions, or recommendations.
- Incumbents participate in or design, modify, and implement financial-related systems. Incumbents research and analyze data for accuracy, trends, and variances to ensure acceptable business practices and procedures have been followed and for compliance with federal and state laws and regulations.
- Incumbents require computer skills to analyze, research, and maintain financial data and develop financial documents/reports.
- Incumbents may conduct meetings and interviews, and may testify in legal proceedings.

ASSIGNMENT RESPONSIBILITIES INCLUDE:

1. Process Student Financial Aid payments through final reconciliation.
2. Backup and/or Train AP/AR and the Cashier Position when needed
3. Assist with 1098 processing
4. Prepare monthly CTE grant billings.
5. Other duties as assigned.

MINIMUM QUALIFICATIONS OR REQUIREMENTS:

Good knowledge of accounting principles and practices.

PHYSICAL DEMANDS INCLUDE:

This is largely a sedentary role; however, some filing and data entry is required. This would require the ability to lift files, open filing cabinets, bend or stand as necessary.

WORK ENVIRONMENT: This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Examination:

Checklist. You will receive a score based on your responses. **All responses must be supported in the work history, resume, and/or education portion of your application.** You must receive a minimum rating of 70 to pass this examination. Exam results are available immediately online when you complete and submit your exam.

To preview the exam, click on the "Preview Exam" link below (**you will not be able to take the exam from this screen**). If you wish to take the exam, click on any **Apply Online** button and follow the instructions provided.

How to Apply:

Click on any **Apply Online** button and follow the instructions provided to complete the Application Checklist and Exam for this position.

When updating your online application information, please select:

- **Eastern Idaho Technical College** under "Agencies"
- **Full-time** under "Job Type/Shift"
- **Idaho Falls** under "Cities"

When updating your online application information, you must complete all items in the Application Checklist (this includes: Personal Information, Education, Work History, Cities, Agencies and Job Type/Shift). Without this information, your name cannot be referred to the hiring agency.

[Preview Exam](#)

AA/EOE/ADA

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.