



# **ALABAMA SOUTHERN COMMUNITY COLLEGE**

## **Position Vacancy Announcement**

### **Position:**

Accounting Associate – Cashier/Accounts Receivable – Monroeville Campus

### **Qualifications:**

The preferred minimum employment qualifications for the Accounting Associate — Cashier/Accounts Receivable shall include:

1. Associates degree in business or related field of study.
2. Demonstrated mainframe/AS400 computer skills.
3. Demonstrated mastery of Microsoft Word and Excel.
4. Minimum of three years' of field related experience.
5. Proficiency in communications skills.
6. Ability to handle multiple priorities.
7. Ability to work well with others and work under pressure.

### **Position Summary:**

The Accounting Associate — Cashier/Accounts Receivable is responsible for the development and maintenance of the receipting of all monies received by the College. Also, the Accounting Associate — Cashier/Accounts Receivable is responsible for the development and maintenance of the invoicing and documentation of accounts receivable activities. The Accounting Associate — Cashier/Accounts Receivable performs all other duties as directed by the Vice President for Finance and Administrative Services.

**Duties:** At a minimum, the essential functions of the Accounting Associate — Cashier/Accounts Receivable shall include:

1. Duties of the Cashier:
  - a. Collecting and receipting all monies received by the College.
  - b. Receipting bookstore and snack bar monies.
  - c. Maintaining records of outstanding receivables and collecting these monies.
  - d. Processing student payables as necessary.
  - e. Accounting for the cash drawer on a daily basis.
  - f. Assuming additional responsibilities as may be assigned by the Vice President for Finance and Administrative Services.
  - g. Serving as receptionist for the business office.
2. Duties of Accounts Receivable:
  - a. Assisting in the verification of information necessary for all financial aid processing.
  - b. Verifying scholarships paid by the College and making out the respective tuition waiver report.
  - c. Verifying scholarships paid by contributors and invoicing appropriately.
  - d. Distributing all Pell Grant and work-study checks.
  - e. Maintaining student business office records.

- f. Invoicing all accounts receivable and maintaining appropriate ledgers.
3. Calculating hourly time sheets for payroll.
4. Filing vouchers and other business office records as needed.
5. Processing all purchase orders and distributing copies as appropriate.
6. Assisting with payments in the accounts payable area that could include, as a minimum, travel and professional fees.
7. Serving as the contact person for copier problems, supplies, and maintenance forms.
8. Assisting with bank reconciliation by sorting and entering returned checks.
9. Assisting the Vice President for Finance and Administrative Services in preparing fiscal budgets, financial statements, and performing any other duties as directed.
10. Learning computer equipment and software required to complete assigned job functions.
11. Serving on and providing information to College committees as needed.
12. Assisting in recruitment and retention of students.
13. Working closely with the College administration on the development of annual budgets for approval by the President.

**Salary:**

Salary level for this position will be determined by educational attainment level and years of applicable experience according to Salary Schedule E of the State of Alabama College System Salary Schedule.

**Application Deadline:** June 13th, 2007

**Starting Date:** August 13th, 2007

**Application Procedure:**

**Send a completed application package to:**

**Lee L. Taylor, Vice President for Learning/Academic Affairs  
Alabama Southern Community College  
P.O. Box 2000  
Monroeville, AL 36461**

**A complete application consists of:**

- 1. An Alabama Southern Community College Application**
- 2. A resume showing education degrees earned and employment history**
- 3. Copies of transcripts from all colleges attended**
- 4. A list of names, addresses, and telephone numbers of at least three professional references**
- 5. Three letters of recommendation**

**Incomplete applications or applications received after the deadline will not be considered.** Applicants selected for interview will be notified of the date, time, and location of the interview by telephone. Interview expenses will not be paid by the college. **Official application forms may be obtained from the College web site [www.ascc.edu](http://www.ascc.edu) or from the Vice President for Learning/Academic Affairs by written request.**

Alabama Southern Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Alabama Southern Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to the awarding.