



ACCOUNTING ASSISTANT/ACCOUNTS RECEIVABLE
FULL-TIME, BARGAINING UNIT POSITION

Eastern Gateway Community College is now accepting applications for the Accounting Assistant/Accounts Receivable position. This position reports directly to the Assistant Director of Finance. The Accounting Assistant/Accounts Receivable position is responsible for the daily deposits and accounts receivable. This position will be based at our campus located in Steubenville, Ohio.

Eastern Gateway Community College offers a generous benefit package, including, medical, vision, dental, short-term/long-term disability, sick/vacation leave and life insurance. Salary is based upon experience and commensurate with our salary administration plan.

Hourly Wage: \$10.55

Salary is commensurate with the collective bargaining agreement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Identifies and meets the needs and expectations of internal and external customers.
- Establishes and maintains effective working relationships with the Business Office and across all divisions of the College.
- Administers college policies regarding student billing and cash receipts.
- Continues the day to day activities of student billing and cash receipts by performing the following specific duties:
 - Handles deposits on a daily basis,
 - Receives and reviews source documents, records, posts to the proper accounts, and verifies the accuracy of these processes for all monies paid to the college,
 - Coordinates the student refund check process,
 - Monitors all student accounts for proper charges and credits, and the accuracy of the account balance,
 - Handles and monitors all third party transactions, including post-secondary students,
 - Applies disburseable and all non-disburseable financial aid to accounts when needed and maintains those entries,
 - Prepares all student billing, third party billings, grant billings, and special non-credit billings, also responsible for follow up activity to ensure collection of monies due to the college,
 - Coordinates and maintains communication between offices, including bookstore in order to share and update necessary student information,
 - Coordinates and executes the Attorney General Collection process,
 - Assists customers at the Business Office window.

- Maintains various files necessary to assure accuracy of the College's student billing and cash receipts account system.
- Required to work all registrations, which may include evening hours and Saturdays.
- Assists on assigned tasks involving the input of data into the accounting systems.
- Performs general clerical tasks as needed and other duties as assigned.
- Ability to establish and maintain effective working relationships, organize, plan, and work on different projects simultaneously, communicate well, both verbal and written, possess integrity, enthusiasm, determination, and dependability. Must be outgoing and people-oriented.

EDUCATION & EXPERIENCE:

- An Associate Degree in Accounting or related experience.

SKILLS & ABILITIES:

- Use of a computerized accounting systems, including Microsoft Office applications.
- Performing clerical accounting work, which included basic computer computations with accuracy and speed, maintaining accurate financial records, and handling money.

Resumes and the names, addresses and telephone numbers of at least three professional references should be sent to:

Heather Thomas

hthomas@egcc.edu

*Internal applicants should include an Employee ID number in their letter of intent.

Applications will be accepted until this position is filled.

Eastern Gateway Community College does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, age, disability, veteran status, military status, gender identity or expression, genetic information, or sexual orientation. The College will promote equal opportunities to all employees, applicants for employment, students, and student applicants for admission to the College through a positive and continuing affirmative action program. Eastern Gateway Community College will fully comply with all federal, state, and local laws and regulations to guarantee equal opportunities. All contractors of this College will comply with existing federal and state regulations concerning equal employment opportunities and affirmative action. Eastern Gateway Community College is an equal opportunity institution.