



MESALANDS COMMUNITY COLLEGE Job Announcement

POSITION: Business Office Clerk

APPLICATION DEADLINE: November 20, 2019

WAGE RANGE: Dependent upon education and experience

A Business Office Clerk works within our business office working on a variety of tasks as assigned, including accounts receivable, accounts payable, cashier and services window, and payroll. This position reports to the supervisor of the Business Office and is a vital part of our business services team.

Essential Functions

- Provides friendly and supportive customer service to students, faculty, staff and all other members of the public needing assistance.
- Performs and maintains assigned bookkeeping functions in a computerized fund accounting environment using the ERP software of the college (Jenzabar) in one or more of the following: accounts receivable, travel processing, payroll, taxes, student billing, and Financial Aid disbursements.
- Performs all cashiering functions, including collecting/verifying receipting/depositing monies collected; daily balancing of cash box
- Posts payments to customer's accounts
- Reconciles bank deposits, charge card payments, etc., with accounting records
- Processes requisitions/purchase orders; places orders as applicable
- Reconciles and student statements, invoices, Researches and prepares adjustments to students' accounts as applicable
- Disseminates information regarding Business Office/Administrative Affairs policies and procedures
- Resolves problems within authority; direct people to others if necessary

- Prepares and processes third-party billings for students with outside funding sources
- Monitors student tuition deferred payment plans
- Processes refunds on student accounts as applicable
- Distributes various checks or cash to students and employees
- Checks various reports, tables, calculations, postings and records
- Assists in reconciliation of various accounts
- May also perform or assist in more complex and specialized accounting support functions as assigned
- May prepare payroll checks, payment of payroll liabilities, and/or payroll reconciliation
- Prepares statistical reports and other reports and documents
- Prepares the preparation of financial analyses and reports for various individuals, groups and governmental agencies
- Works closely with directors administering various grants to ensure timely reporting and draw down of grant funds
- Performs advanced accounting work including preparing journal entries
- Assists in the maintenance of Business Office files including retention and disposal policies and procedures
- Reconciles employee deductions to general ledger
- Completes reports as required by state and federal agencies
- Reviews and analyzes cash receipts
- Daily data entry for Business Office
- *Other duties as assigned*

* Any one position may not include all of the duties listed, nor do the duties listed include all duties to be performed. Duties may be assigned as necessary for the efficient operation of the College.

Qualifications

High school diploma or equivalent with significant experience in an accounting or banking environment may be used in place of education, or Associate degree in accounting or business-related field required. Bachelor's degree in related field preferred. Knowledge of accounting/bookkeeping principles, maintenance of financial records, and general office practices required. Knowledge or experience in computerized accounting preferred. Must be able to work independently and as a team member and confidentially. Valid driver's license required.

Language skills:

Strong verbal, written, interpersonal, and customer relations skills a must. Ability to read and comprehend complex instructions, correspondence, and memos. Ability to write correspondence.

Mathematical skills:

Ability to perform basic mathematical functions.

Reasoning ability:

Ability to organize and prioritize work and meet deadlines. Ability to work independently, with minimal supervision, perform the duties of the position.

Technology skills:

Computer Competency: Capable of applying and maneuvering within various software packages including but not limited to Microsoft Windows, Microsoft Word, Microsoft Excel, Microsoft Outlook, and the ability to learn and be a self-reliant computer user who is eager to learn the computing tools for the job.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is required to walk, stand, sit; use hands to handle or feel objects, tools, and controls; reach with hands and arms; stoop, kneel, and lift; and talk and hear. Ability to use office equipment such as computer, calculator, and copier.

The employee must regularly lift and/or move up to 20 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually low. Job performed indoors in a demanding, fast-paced environment where priorities must be set and deadlines met. Some overtime may be required during times of peak operation.

HOW TO APPLY

Please submit the following documentation:

- Resume
- Three (3) professional references including phone number and email.
- Cover letter

Documents should be submitted to:

jobs@mesalands.edu

Please reference the position you are applying for in the subject line

Mesalands Community College,
Tucumcari, New Mexico 88401

Employment preference will be given to qualified veterans.

Application deadline November 20, 2019.