



# BEVILL STATE COMMUNITY COLLEGE

1411 Indiana Avenue Jasper, AL 35501  
205-387-0511

POSITION ANNOUNCEMENT

Posting date: October 2, 2018

Closing date: October 16, 2018

**POSITION #746: Cashier/Business Office Manager (Jasper Campus)**

**APPROXIMATE STARTING DATE: October 2018**

**GENERAL INFORMATION:**

Bevill State Community College is an accredited, learning-centered institution dedicated to student success by providing quality educational and training opportunities that enrich lives intellectually, economically, and culturally.

**QUALIFICATIONS:** High School Diploma with documented proficiency in computer skills and minimum of two years of experience with related office functions.

**DUTIES:** In addition to adhering to the guidelines as specified by *Bevill State Community College Personnel Handbook* and the ACCS and Board of Trustees, duties will include, but are not limited to, the following:

1. Maintain a balanced cash drawer.
2. Receipt all monies received by the college in this office and update to general ledger.
3. Process student receivables.
4. Receive inquiries concerning tuition, dorm expenses, and student refunds.
5. Calculate and pay student refunds and maintain records.
6. Disperse Pell Grant, loan checks, and payroll checks.
7. Serve on committees as assigned.
8. Provide cashier assistance to other campuses.
9. Assume bookstore responsibilities in the absence of bookstore personnel.
10. Maintain file of invoices received and receipted from Workforce Solutions.
11. Maintain Business Office hold list of students with outstanding balances.
12. Issue appropriate credit card for approved purchases; verify return of receipts, check request form, and card. Scan copies to Accounts Payable.
13. Issue advance checks for travel and verify return of receipts and/or cash.
14. Issue parking decals and collect parking fines.
15. Greet students and visitors; direct them as needed.
16. Answer telephone; take messages; route calls.
17. Settle and move student refunds.
18. Work with student services to clear student refunds.
19. Enter student payables for students receiving monies from Financial Aid.
20. Receipt security deposits and facility usage fees to appropriate accounts, and process refund of security deposits when required.
21. Provide cash box for College events; maintain appropriate documentation and verification of monies.
22. Assume all other duties as assigned by the Operations Accountant and/or Dean of Finance.

**SALARY RANGE:** Minimum \$25,124 -maximum \$39,410 based on experience and educational level for placement on the Alabama Community College System Salary E4 06.

**APPLICATION PROCEDURES:**

Bevill State Community College employment applications are available from the following address or visit our website at [www.bscc.edu](http://www.bscc.edu) and click on "Faculty and Staff" and then "Employment Opportunities". All applications should be mailed to:

Office of Human Resources  
Bevill State Community College  
1411 Indiana Avenue  
Jasper, AL 35501

**APPLICATION DEADLINE:**

All application material **for this position** must be submitted as a **new complete packet** and will become the property of the College. Transcripts **MUST** be submitted with every application for employment.

Completed applications must be received by 3:00 pm, October 16, 2018, to ensure full consideration. Finalists will be interviewed at the candidate's expense. A complete application file consists of:

- A signed letter of interest with reference to the **position number** found on the position announcement (no computer-generated signatures).
- A completed and signed Bevill State Community College Application.
- Complete transcripts from **every** institution from which **any** collegiate credit has been earned.

- A resume.
- Three **current** and **signed**, letters of reference (no older than one year; no computer-generated signatures).

It is the sole responsibility of the applicant to ensure his or her application packet is complete.

Before an offer of employment can be made to the selected candidate, the College will require written verification (on letterhead and signed by an appropriate authority) from current and previous employers confirming the required level of experience as stated in the "Qualifications" section.

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a **non-refundable fee of \$17.40** (additional charges may apply) for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Beville State Community College is an active participant in the Employment Eligibility Verification Program (E-Verify). E-Verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.

Beville State Community College is an equal opportunity employer. It is the official policy of the Alabama Community College System, and Beville State Community College that no person shall, on the grounds of race, color, disability, 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. Beville State Community College will make reasonable accommodations for qualified disabled applicants or employees. If you have a disability and may require accommodations, please notify us at 205-387-0511 Ext. 5784. The College reserves the right to withdraw this job announcement at any time prior to the awarding.

Please note that Beville State Community College hours are 7:30 to 5:30 Monday-Thursday and 7:30 to 11:30 on Friday.