



BEVILL STATE COMMUNITY COLLEGE
1411 Indiana Avenue Jasper, AL 35501
205-387-0511

POSITION ANNOUNCEMENT
Beginning date: March
Closing date: until filled

POSITION #784: Part-Time Business Office Clerk All Campuses - (one or more positions may be available)

APPROXIMATE STARTING DATE:

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 or equivalent with documented proficiency in computer skills and minimum of two years of experience with related office functions.

ESSENTIAL JOB FUNCTIONS: The position of Cashier Business /Office Manager requires the following essential job functions with or without reasonable accommodations: Communicate orally; communicate in writing; read and interpret; communicate with auditory skills; visual ability; manual dexterity; exhibit emotional control and stability; stress management and coping ability; demonstrate knowledge of the English language including grammar, word usage, syntax, and sentence structure; mastery of appropriate computer operation and skills; operate a motor vehicle; ability to lift and move materials weighing up to fifty pounds, sit for extended periods of time; stand for extended periods of time; capable of mobility; bend; kneel; reach; utilize telephone system; utilize and fully maintain filing systems; possess basic mathematical skills such as percentages and fractions, etc; operate standard business office machines (e.g. calculator, copier, fax machine, television). Comply with all policies of the Alabama Community College System, Board of Trustee, and the College.

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

1. Provide Cashier assistance to all campuses.
 - a. Maintain a balanced cash drawer.
 - b. Receipt all monies received by the college in this office and update to general ledger.
 - c. Process student receivables and place on hold if necessary.
 - d. Receive inquiries concerning tuition, dorm expenses, and student refunds.
 - e. Calculate and pay student refunds and maintain records.
 - f. Disperse Pell Grant, loan checks, and payroll checks.
2. Provide Campus Business Office assistance to all campuses
 - a. Maintain file and invoices received and receipted for Workforce Solutions.
1. Issue appropriate credit card for approved purchases; verify return of receipts, purchase order and card. Scan a copy to Accounts Payable.
 - b. Issue advance checks for travel and verify return of receipts and/or cash.
 - c. Issue parking decals and collect parking fines.
 - d. Greet students and visitors; direct them as needed.
 - e. Answer telephone; take messages; route calls.
 - f. Settle and move student refunds.
 - g. Work with student services and financial aid to resolve issues concerning student accounts.
 - h. Enter student payables for students receiving monies from Financial Aid.
 - i. Receipt security deposits and facility usage fees to appropriate accounts, and process refund of security deposits when required.
 - j. Reconcile cash receipts and prepare bank deposits for security to transport to the bank.
 - k. Provide cash box for College events; maintain appropriate documentation and verification of monies.
 - l. Collect and record dorm deposits and rental payments.
3. Provide clerical support to Central Business Office.
 - a. Review documents.
 - b. Filing
 - c. Answering Nelnet questions
4. Assume all other duties as assigned by the Director of Accounting and Finance and/or Restricted Accountant.

APPLICATION PROCEDURES:

Bevill State Community College employment applications are available from the following address or visit our website at www.bscc.edu and click on "job opportunities" at the bottom of the homepage. All applications should be mailed to:

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

OR

Email in a .pdf format to:
Employment@bscc.edu

SALARY RANGE: \$10.30 per hour with no more than 18 hours per week.

APPLICATION DEADLINE: Completed applications must be received by 3:00 until filled, to ensure full consideration. Applicants must adhere to the College's prescribed interview schedule and must travel at his/her own expense. A complete application file consists of:

- A completed Bevill State Community College Application.
- Three **current**, **signed**, and **dated** letters of reference (no older than one year no computer generated signature)
- A signed and dated letter of interest with reference to the **position number** found on the position announcement.
- Complete transcripts from **every** institution from which **any** collegiate credit has been earned. Transcripts **must** include conferred or awarded date.
- A resume.
- **No staples or paper clips.**

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. Bevill 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.

Bevill State Community College is an equal opportunity employer. It is the official policy of the Alabama Community College System, and Bevill 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. Bevill 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 Bevill State Community College hours are 7:30 to 5:30 Monday-Thursday and 7:30 to 11:30 on Friday.