POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT EFFECTIVE: Immediately
POSITION: Senior Accounting Assistant – Cashier/Secretary
PROJECTED DATE OF EMPLOYMENT: January 1, 2016

JOB DUTIES: Perform a variety of Business Office activities involving student accounts, registration; serving as cashier; perform complex secretarial tasks. Responsible for all duties related to receipting and accounting for monies coming into the College, including tuition and fee charges. Perform a variety of complex duties related to the reporting of receipts and maintenance and accuracy of student’s accounts.

QUALIFICATIONS:

Required: Associate Degree in Secretarial Science, Accounting or closely related field. Some computer and word processing skills.

Preferred: Bilingual; Career Readiness Certificate (CRC)

TERM OF EMPLOYMENT: Full-Time/Annual

SALARY RANGE: Level 10 ($28,189 - $42,284)

Application and instructions are available on the JSCC web page www.jamessprunt.edu/hr-jobs
Questions? Email us at jscchr@jamessprunt.edu
APPLICANTS SEEKING VETERAN’S PREFERENCE SHOULD SUBMIT FORM DD-214
APPLICATION DEADLINE: NOON, December 9, 2015

James Sprunt Community College is an equal opportunity educational institution and employer. The college does not practice or condone discrimination in any form against students, employees, or applicants on the grounds of race, color, national origin, religion, sex, age, disability, or political affiliation consistent with those laws which affect the institution. If you believe you have been discriminated against, please feel free to contact: Director of Human Resources, Debbie Martin, 133 James Sprunt Drive, P.O. Box 398, Kenansville, N.C. 28349, (910) 296-1429, dmartin@jamessprunt.edu.