POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT EFFECTIVE: Immediately

POSITION: Senior Accounting Assistant – Accounts Payable

PROJECTED DATE OF EMPLOYMENT: January 1, 2016

JOB DUTIES: Perform a variety of duties exercising independent judgment, with principal focus being processing payment of all expenses incurred by the College on a timely basis, including some accounts receivable and in other areas as needed. Coordinate accounts payable and accounts receivable functions for all fund; provide assistance in the management and reporting of all financial resources. Perform duties in a manner consistent with generally accepted accounting principles and requirements of auditors, IRS and other external agencies. Prepare all scholarships, loan and financial aid checks.

QUALIFICATIONS:

Required: Associate Degree in Secretarial Science, Accounting or closely related field.

Preferred: Bilingual; Career Readiness Certificate (CRC)

TERM OF EMPLOYMENT: Full-Time/Annual

SALARY RANGE: Level 12 ($32,880-$49,320)

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.