



Position Announcement

Position: Fiscal Support Specialist (Grade C112)

Position is a full-time, twelve-month position and reports directly to the Controller.

Job Duties/Description:

- Provides excellent customer service within the Business Office which could include greeting visitors and handling the switchboard
- Generates purchases orders from requisitions to issue for payments
- Prepares monthly, quarterly, and annual State and Federal reports for College and Foundation
- Responsible for posting daily transactions to student accounts such as payments and deferments
- Processes receipts for payments received for College and Foundation
- Assists Controller with cash, general ledger, and bank reconciliation for the College and Foundation
- Prepares bank deposits for the College and Foundation
- Performs other administrative duties as assigned by the Controller

Knowledge, Abilities, and Skills:

- Knowledge of Excel and Word required
- Possess oral and written communication skills
- Possess interpersonal and teambuilding skills

Qualifications:

Preferred: Associate degree and/or three years of experience in customer service, administrative office procedures, bookkeeping/accounting.

Minimum: High school diploma or equivalent; plus two years of bookkeeping, basic accounting, billing, or related experiences. Other job-related education and/or experience may be substituted for all or part of these basic requirements.

Application Deadline:

Review of applications will begin immediately and continue until the position is filled. Interviews may occur through the application period.

Application Procedures:

Interested candidates should submit a completed ANC application form (available online at www.anc.edu/jobs) to: **Office of Human Resources, Arkansas Northeastern College, P.O. Box 1109, Blytheville, AR 72316-1109.** Applicants applying for a position requiring a license, certificate, and/or educational attainment beyond the high school level will be required to provide the official documents prior to being approved for hire.

Date of Announcement:

May 14, 2018

ANC is an affirmative action, equal opportunity employer.