



## 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
- Processes payments to vendors, students, and employees
- Prepares monthly, quarterly, and yearly State and Federal tax forms 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
- Assists with payroll and student accounts
- 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](http://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:**

March 1, 2018

*ANC is an affirmative action, equal opportunity employer.*