

Position Announcement

Position: Fiscal Support Specialist (Grade C112) – Blytheville Main Campus

Position is a full-time, twelve-month position and reports directly to the Controller.
Anticipated date of position opening is January 16, 2012.

**Job Duties/
Description:**

- Provides excellent customer service within the Business Office which could include greeting visitors and handling the switchboard.
- Responsible for posting daily transactions to student accounts such as payments and deferments.
- Prepares and mails invoices to vendors
- Processes receipts for payments received for College and Foundation
- Assists Accountant with cash, general ledger and bank reconciliation for the College and Foundation
- Prepares bank deposits for the College and Foundation
- Must be able to work some evenings
- Assists with purchasing, payroll, and accounts payables
- Performs other administrative duties as assigned by the Controller

Qualifications:

Preferred: Associate degree is highly preferred, as well as coursework in bookkeeping/accounting or willingness to pursue same. Three years of verifiable experience of providing quality customer service and accomplishing administrative office procedures is a plus.

Minimum: High school diploma or equivalent; plus two years of bookkeeping, basic accounting, billing, or related experiences. Knowledge of Microsoft Excel and Word will be required. The selected applicant will have effective oral and written communication skills and interpersonal and teambuilding skills.

Other job-related education and/or experience may be substituted for all or part of these basic requirements.

**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.