



# Muskegon Community College

221 S. Quarterline Road • Muskegon, Michigan 49442

## POSITION VACANCY

Billing/AR Clerk/Cashier

December 11, 2009

- POSITION:** Muskegon Community College is seeking qualified candidates for the full-time position of Billing/Accounts Receivable Clerk/Cashier.
- RESPONSIBILITIES:** Receive and account for all monies received by the College and maintain student, sponsor, and receivable accounts. Perform other miscellaneous clerical, accounting and secretarial duties as necessary.
- QUALIFICATIONS:**
1. Ability to keyboard at 45 – 55 words per minute.
  2. Minimum of one year prior accounting experience and/or training including billing and/or accounts receivable.
  3. Proficiency working with computer systems.
  4. Dependability and punctuality.
  5. Ability to deal effectively with others.
  6. Willingness to work overtime when necessary.
  7. Ability to operate a calculator.
  8. Experience with Microsoft Word and Excel.
- HOURS:** Monday-Friday, 8:00 a.m. to 4:30 p.m. Must be willing to work overtime when required.
- SALARY:** Educational Support Staff IV
- EFFECTIVE DATE OF EMPLOYMENT:** As soon as position is filled.
- APPLICATION DEADLINE:** December 21, 2009

### APPLICATION INSTRUCTIONS:

A new, completed, and signed Application Form and resume must be received no later than 4:30 p.m. on the posted deadline. A résumé is not considered an application but a supplement to the application. The College does not return application materials. **Applications are also available on our website at [www.muskegoncc.edu/hr](http://www.muskegoncc.edu/hr).** For additional information please call, fax, e-mail, or write to the Office of Human Resources, Muskegon Community College, 221 S. Quarterline Road, Muskegon, MI, 49442; call (231) 777-0447; fax to (231) 777-0601; e-mail to [aaron.hilliard@muskegoncc.edu](mailto:aaron.hilliard@muskegoncc.edu).

## ESSENTIAL FUNCTIONS:

1. Receive, record and issue receipts for all incoming funds and balance receipts to accounting records. Count and reconcile cash receipts and prepare bank deposits.
2. Issue and account for change funds for special events.
3. Input student account transactions including bookstore charges, invoices, financial aid, refunds, and third party billings; verify accuracy of student account balances, sponsor balances and other receivable balances and adjust as necessary.
4. Prepare and issue accounts receivable invoices and student billings, sponsor billings, and other receivable billings.
5. Process payment of refunds of tuition/fees and financial aid scholarships and grants.
6. Maintain student delinquent file.
7. Assist students, sponsors, and other account holders and answer questions concerning their accounts.
8. Backup processing of other software modules such as accounts payable and payroll.
9. Perform miscellaneous other duties as assigned.

*Muskegon Community College continues to promote staff diversity. Minorities, women and the physically challenged are encouraged to apply. Anyone with a disability will be reasonably accommodated by the College. If you have a disability and need accommodation or assistance in applying for this position, please contact Human Resources.*

**Muskegon Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, marital status, sexual orientation, political persuasion, disability, height, weight, or age in any of its educational programs, activities, and employment.**