JOB POSTING
Accountant
(Raleigh County Campus)

Summary of Responsibilities:
Under general direction of the Chief Financial Officer this position is responsible for processing and recording the receipt of payments and the balancing of the receivables, processing the disbursement of financial aid, and to support other business office and finance related areas.

Duties and Responsibilities:
- Processing and recording the receipt of payments, balancing of the receivables, preparing deposit form, and taking the daily deposit to the bank.
- Creating, processing, and distributing the financial aid refund checks.
- Entering deposits into the College (Banner) and the State (OASIS) accounting system with proper fund accounting operations, documentation, and reconciliation to assist with keeping both systems in balance.
- Work with the CFO and others to maintain files and records on scholarships and third party contracts including Vocational Rehabilitation payments, Veterans payments, WIA/TAA, and other similar programs including making entries to student ledgers currently maintained in Banner and for billing the 3rd party for amounts due when required.
- Responsible for contacting unpaid students to set-up payment plans and to follow departmental guidelines for the collection of tuition and fees.
- Assisting for estimating and requesting the ordering of federal programs money (i.e. Pell, Direct Loan, and Work Study).
- Maintain student accounts on the online bookstore to facilitate ordering books by awaiting financial aid refund.
- Other Business Office and Finance related duties as assigned.

Ability to travel between campuses and for other College related matters is required.

Education/Licensure:
Bachelor’s degree in Accounting or a closely related field is required.

Experience:
- Over one year of experience is required in the following areas:
  - Experience in an office setting (Higher Education preferred);
  - Accounts receivable or any cash collecting/cashier function
  - Use of common office equipment (telephone, copier, fax, scanner etc.), common software (Microsoft Excel, Word and/or Access), and filing experience.

An equivalent combination of education and related experience may be acceptable.

Required Skills, Knowledge, and Abilities:
- Knowledge of automated finance/accounting systems (Banner and OASIS)
- Strong computer skills especially Microsoft Office products, Word, Excel, Outlook and Access. Ability to create and use spreadsheets using Microsoft Excel for analyzing data and creating reports
- Strong interpersonal skills with the ability to maintain professional and positive demeanor
- Ability to effectively communicate, both orally and in writing, procedures or requirements of the accounts receivable
- Ability to follow instructions with a high level of detail under general supervision, and to reason logically, analyze, and solve problems
- Ability to maintain detailed and accurate records while multi-tasking
- Ability to work independently, exercising good judgment with strong organizational skills
- Ability to maintain confidentiality of highly sensitive information

**Classification/Compensation:**
This is an exempt, classified, pay grade 16 position with a starting salary of $28,821 per year.

*Candidates must successfully complete a background screening post-offer of employment.*

**Applications:**
Only applicants meeting the minimum qualifications will be considered. Submit a cover letter specifying position of interest, Employment Application (found on the Employment Opportunities page of the [www.newriver.edu](http://www.newriver.edu) website) and a copy of college transcripts to the address below. For full consideration, application materials must be received by March 18, 2015 at 4:00 p.m. Position is subject to funding availability and is open until filled.

AA/EOE/ADA

**PREFERRED METHOD:** Email: hr@newriver.edu
OR
New River Community and Technical College
Office of Human Resources
280 University Drive
Beaver, WV 25813