

**Main Campus:**  
21 Campus Circle  
Murphy, NC 28906  
Phone: (828) 837-6810  
Fax: (828) 837-0028  
or (828) 837-3266



**Graham County Center:**  
P.O. Box 1997  
145 Moose Branch Road  
Robbinsville, NC 28771  
Phone: (828) 479-9256  
Fax: (828) 479-6280

## **ADVERTISEMENT OF POSITION VACANCY**

**Posting Date: February 28, 2023**

### **Position: Cashier/Accounting Technician**

**Basic Purpose of Position:** This position is responsible for the receiving, receipting and accounting for checks and/or cash payments for tuition, fees, scholarships and other revenue-related receivables for the College. Additionally, it serves as clerical support for the Purchasing Agent/Equipment Coordinator, the Accountant, and the Chief Financial Officer at the College. This position also works in conjunction with other business office staff including the A/R and A/P Specialists as well as the Coordinator of Payroll.

### **Qualifications:**

- Associate's Degree Required, Bachelor's Degree preferred.
- Prior experience in accounts receivable processes preferred.

### **Job Description/Duties:**

- Serve as lead cashier by monitoring and processing receipt of all payments for tuition, fees, scholarships, and any other payment received in the business office.
- Maintain receipt books/logs for the College.
- Conduct daily closeout procedures and process remote submission of bank deposits.
- Accept purchase orders in the DATATEL/eTrieve software systems in preparation for payment.
- Receive all employee travel reimbursements and prepare them for payment by the A/P Specialist.
- Responsible for set-up, processing, billing and payment of all curriculum and continuing education third-party student sponsorships.
- Prepare and mail letters to students regarding any debts owed to the College.
- Assist students with issues surrounding the disbursement of financial aid, including issues related to BankMobile payments.
- Coordinate with the college Registrar to perform student purges as needed throughout the semester.
- Serve as fully cross-trained backup to the A/R specialist.
- Maintain employee P-Cards and assist employees with check out/return procedures related to the cards.
- Responsible for all business office related mail administration, including the monthly postage report.

**Salary Range:** \$31,000 - \$35,000

**Working Schedule:** This is a 40-hour per week position and may require some schedule flexibility.

**Proposed Hiring Date:** As Soon As Possible. A six-month probationary period is required by college policy.

**Deadline to Apply:** March 14, 2023 or until filled.

**How to Apply:** A TCCC application is required, plus a letter of interest, resume, and transcript/s. For an application form, contact Julia Hall at Tri-County Community College, 21 Campus Circle, Murphy, NC 28906. Phone: (828) 835-4299 or e-mail [humanresources@tricitycc.edu](mailto:humanresources@tricitycc.edu). Incomplete application packages will not be considered.

*Equal Opportunity Employer*