

NOTICE OF VACANCY

Position: Accounting Assistant II

FLSA Classification: Non-Exempt

Qualifications:

- Associate degree preferred
- Previous accounting or collection experience required
- Excellent communication and organizational skills required
- Computer skills required in Microsoft Excel and Word
- Prior sales or customer service responsibilities, a plus
- Must be detail oriented and have excellent filing skills
- Commitment to the mission of Eastern Oklahoma State College and dedication to student success in higher education.

Responsibilities:

- Responsible for all third party student related billings including but not limited to:
 - Billing and collecting outside third party payments;
 - Posting third party payments to student accounts
- Processes Financial Aid and issues refunds through HigherOne
- Oversees all issues with checks:
 - Processes, tracks, and records insufficient funds and stale dated or lost student checks
- Records miscellaneous charges to student accounts receivable including but not limited to: bookstore tickets, cafeteria charges, library fines, apartment charges, and dorm fines
- Backup for Cashier including but not limited to:
 - Maintains and balances cash drawer;
 - Posting of miscellaneous revenue collected;
 - Processes all credit card transactions;
 - Primary office telephone responsibilities
- Other office duties as assigned

Length of Assignment: Twelve months w/ benefits

Inquiries: Alaina Bray
Comptroller
Phone: 918-465-1895

Application: Submit an Eastern employment application, transcript(s) and resume to:
Eastern Oklahoma State College
Joyce Bills, Human Resources
1301 West Main
Wilburton, OK 74578

E-mail: jbills@eosc.edu
Fax: 918-465-4421
Website: www.eosc.edu
Phone: 918-465-1777

Salary: Entry level salary \$8.98

Closing Date: Review of applications will begin immediately; submission of application materials is encouraged until the position is filled.

**Eastern Oklahoma State College is and Equal Opportunity Employer (EOE)
and
Affirmative Action Employer (AAE)**