

Fiscal Support Specialist

East Arkansas Community College is accepting applications for the position of Fiscal Support Specialist.

POSITION SUMMARY

The Fiscal Support Specialist is responsible for performing a variety of fiscal related tasks that are standard or regular support duties within an assigned department or program. This position is governed by Generally Accepted Accounting Principles (GAAP), state and federal laws and institution policy.

TYPICAL FUNCTIONS

Receive and review documents to ensure completion. Verifies codes, calculations, authorizations, and additional required information. Perform data entry of invoices and payments. Receive payments, verifies accuracy, post money and receipts, and process funds. Prepare reports and other documents. Monitor system to determine the distribution of invoices, contracts, and grants. Reconcile receipts of bank deposits and bank statements. Create electronic batches of documents and remittances. Correct and balance batches, compute tax liabilities and make corrections. Assist with accounts receivables and accounts payable.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge of database accounting and management principles. Knowledge of applicable laws and regulations of assigned section. Knowledge of computers and software application programs. Knowledge of customer service techniques. Ability to record fiscal data and manipulate data to generate complex reports and documents. Ability to perform research and perform basic quantitative quality assurance reviews.

MINIMUM QUALIFICATIONS

The formal education equivalent of high school diploma plus four years of bookkeeping, basic accounting, billing, or a related field.

Please submit an EACC application and resume, to EACC Human Resources Office @ 1700 Newcastle Road, Forrest City, AR 72335, or online @ www.eacc.edu. Review of applications will begin immediately and continue until position is filled.

EACC IS AN AA/EO EMPLOYER