

Fiscal Support Specialist- A/P

East Arkansas Community College is currently accepting applications for the position of Fiscal Support Specialist- A/P.

POSITION SUMMARY:

This position will primarily assist the purchasing department in all aspects of the purchasing process. Responsibilities will also include accounts payable and delivery of checks (payroll, financial aid and accounts payable). May assist with student accounts, cashier or bookstore.

TYPICAL FUNCTIONS:

Receives, reviews and audits documents to ensure completion: verifies codes, calculations, authorizations and additional required information. Performs data entry of various information, including invoices and payments, to internal tracking and reporting system, general ledger or appropriate system after reviewing the documents for accuracy. Maintains manual and computerized files. Prepares forms, correspondence, reports and other documents. Communicates with vendors and students to provide information regarding the status of accounts. Monitors purchase orders to maintain balances available. Maintains data for reconciliation of bank statements. Creates electronic batches, assist with accounts receivables and payables. Directs those entering the building to appropriate offices. Assists with grants and bank statement reconciliations. May assist with all functions within the Business Office when needed. Perform other duties as assigned.

MINIMUM EDUCATION AND/OR EXPERIENCE:

The formal education equivalent of a high school diploma; plus two years of related experience and one year of bookkeeping or basic accounting. Associate Degree is preferred. Completion of junior level accounting courses are preferred. Must be proficient in Excel and possess excellent customer service skills.

Please submit an EACC application, cover letter, resume', and transcript(s) to EACC Office of Human Resources, 1700 Newcastle Road, Forrest City, AR 72335 or via email to humanresources@eacc.edu. You may access the on line application at www.eacc.edu/employment. Review of applications will begin immediately and continue until the position is filled. EACC is an AA/EO employer.