



POSITION DESCRIPTION

EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE,
a public, state supported comprehensive institution, serving the six-county district
(Grant, Hampshire, Hardy, Mineral, Pendleton, and Tucker) in the Potomac Highlands.

Accounting Assistant I/Cashier

Position: 12 Month Regular Full-Time; Benefits Eligible; Non-Exempt Status; Non-supervisory;
Pay Grade 3

Classification: Non-Classified: Serves at the Will and Pleasure of the President

Location: Moorefield, WV Headquarters

Scheduled Hours: 8:00 am – 4:00 pm; Monday – Friday; 37.5 hours/week

Department: Business Office

Reports to: Chief Financial Officer

Salary: \$28,000 - \$30,000, commensurate on experience

Overview: This position performs a variety of functions including cashier duties, financial aid assistance, student billing & accounts receivable, travel coordination, & back-up receptionist duties.

Responsibilities:

Cashier Functions:

- Receives, receipts and logs payments daily; receives cash receipt vouchers from Workforce Education
- Prepares deposit of funds and processes deposit checklist and posting payments in the institution and State system
- Initiates student refund form for student add/drop information
- Initiates returned checks checklist
- Prepares a daily cash reconciliation form; maintains a log sheet for receipts

Financial Aid Assistance:

- Verifies student balances for processing of financial aid invoices; enters book charges for financial aid student charges
- Processes, prints and distributes financial aid checks
- Monitors financial aid student charges and payments in BANNER
- Reconciles financial aid bank account; Reconciles financial aid reports

Student Billing & Accounts Receivable:

- Processes student bills in a timely manner; maintains third party billing files
- Maintains accurate and current student accounts receivable for quarterly reporting; maintains historical accounts receivable listing
- Prepares and distributes past-due account notices

Travel:

- Serves as primary travel coordinator; Processes travel requests and reimbursements
- Stays up-to-date with state travel guidelines

Back-Up Receptionist:

- Answers phones and directs calls to appropriate staff
- Greets visitors and directs to appropriate staff



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Minimum Qualification Requirements:

Education – High school diploma (or GED equivalency); Associate Degree in Accounting preferred.

Experience – One (1) year of recent accounting or related experience; must be proficient with word processing and excel spreadsheets. Successful candidate will have an above average mathematical aptitude, ability to type with accuracy; ability to operate office equipment and machines, ability to comprehend and follow established policies and procedures; ability to maintain detailed and accurate records; ability to communicate both orally and in writing; ability to pay close attention; and basic organizational skills.

CLOSING DATE: Resume review begins immediately. Search will remain open until the position is filled.

IMPORTANT: You may access and submit Eastern's Online Employment Application [here](#). On this online application, you can attach the following requirements or send them separately to the contact information below. All required documentation must be received by the Human Resources Office to be considered for an interview.

- A letter of interest that addresses your abilities to meet the qualifications and carry out the responsibilities of this position and addresses the requirements listed above
- Current resume
- List of three (3) professional references familiar with your skills and performance including names, addresses, e-mails, and phone numbers
- Copies of all college and university transcripts

Human Resource Office
Eastern WV Community & Technical College
316 Eastern Drive, Moorefield, WV 26836
careers@easternwv.edu

EQUAL OPPORTUNITY EMPLOYER