



## POSITION ANNOUNCEMENT

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.

### **CASHIER / ACCOUNTS RECEIVABLE PROCESSOR**

**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:** \$37,000 - \$42,000, commensurate on experience

**Overview:** This position serves as cashier, processes student invoices/maintains student accounts receivables, and processes student financial aid disbursements.

### **Responsibilities:**

#### Cashier Functions

- Receives, receipts, and logs payments; receives cash receipt vouchers from Workforce Education
- Prepares deposits and enters deposits into State's OASIS system
- Initiates student refunds
- Processes returned checks
- Other duties as assigned

#### Student Invoicing & Accounts Receivable

- Processes student invoices in a timely manner; maintains third party billing files
- Enters book charges on student accounts (minimal transactions)
- Maintains accurate student accounts receivables for quarterly reporting; maintains historical accounts receivable listing
- Prepares and distributes past-due account notices
- Processes student accounts receivable collections
- Other duties as assigned

#### Financial Aid Disbursements

- Verifies student balances
- Processes, prints, and distributes financial aid checks
- Maintains disbursements records in QuickBooks
- Reconciles financial aid bank account; Reconciles financial aid reports
- Other duties as assigned

### **Minimum Qualification Requirements:**

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



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*Experience* – Three (3) years of recent accounting or related experience; must be proficient with word processing and excel spreadsheets. The 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 very detailed and accurate records; ability to communicate both orally and in writing; ability to pay close attention; and exceptional organizational skills.

**CLOSING DATE:** Resume review begins immediately. Search will remain open until 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**