

POSITION NOTICE
DISTRICT / BIG SPRING SITE

POSITION: **District Associate of Student Accounting #449**

NOTE: **OFFICIAL TRANSCRIPTS AS WELL AS ANY OTHER DOCUMENTS DISCLOSING CREDENTIALS PERTAINING TO THIS POSITION WILL BE REQUIRED. WILL BE SUBJECT TO A CRIMINAL BACKGROUND CHECK.**

EXPERIENCE AND OTHER QUALIFICATIONS REQUIRED: Associate degree or specialized training required. Additional education will be recognized. Four (4) years related experience preferred. Must be detail oriented and possess excellent communication skills. Accounts receivable and accounting knowledge required. Experience in accounting and Microsoft Office.

DESCRIPTION OF JOB DUTIES: Perform account receivable functions pertaining to student accounts for the district. Works closely with District Director of Student Accounting and other student related departments.

SALARY RANGE: **\$38,231 – \$43,633**

POSITION AVAILABLE: **Immediately**

TO APPLY: **Complete online application and attach materials at:**
<https://howardcollege.edu/careers/>

POSTED: **February 23, 2024**

It is the intent of the Howard County Junior College District not to discriminate nor tolerate discrimination or harassment against any legally protected category, class, characteristic, or on the basis of any other legally protected status in its employment policies, procedures, and processes to ensure employees and applicants are treated fairly and respectfully.