

**POSITION NOTICE  
BIG SPRING SITE**

**POSITION:** District Permanent Part-Time Accounting Specialist #274

**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:** Some college or specialized training required. 2 years related experience preferred. Ability to operate a personal computer. Knowledge of word processing and spreadsheet software including Microsoft PC. Accounting knowledge required with fund experience preferred. Detail oriented and possess excellent communication skills (verbal and written). Strong organizational skills are essential.

**DESCRIPTION OF JOB DUTIES:** Account reconciliations for Howard College District. Assist with accounts receivable functions for student and non-student related receivables. For a complete list of job duties please see job description, available from Human Resources.

**SALARY RANGE:** \$11.00-\$15.00 per hour (19 hours per week)

**POSITION AVAILABLE:** Immediately

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

**POSTED:** August 13, 2021

It is the intent of the Howard County Junior College District to provide equal employment opportunity for all persons regardless of race, color, national origin, sex, disability, age, religion, genetic information, veteran's status or any other characteristic protected under applicable federal or state law in its employment policies, procedures and processes as well as application and admission processes, educational programs and activities and college facilities.