

## General Qualifications Requirements

**Experience and Training:** Strong communication, interpersonal and organization skills, both oral and written. Must be detail oriented and have excellent customer service skills. A background of reconciling accounts will be helpful.

**Education:** Bachelor's degree is required, preferably with a business or accounting focus.

**Knowledge, Skills, and Abilities:** Ability to work both individually or as a team and maintain professionalism with students and other personnel. Proficiency in excel is a must. Experience with Microsoft Word and Outlook are helpful. Knowledge of and experience with computer systems and applications.

**Preferred Qualifications:** 1-3 years in accounting or a related field. Prior experience in a community college is preferred.

**Minimum Educational Qualifications:** Bachelor's Degree

**Salary or Salary Range:** This is a full time 12-month position with full time benefits. This position is 285 points on the Administrative Salary scale. The salary for this position is \$36,167 to \$38,962 depending on qualifications and experience. Applications will be accepted until 5/1/2026. This position is available on 5/18/2026.

**This is a security-sensitive position and is subject to a criminal history record. Criminal history records will be used only for the purpose of evaluating applicants for employment in security-sensitive positions. (Texas Government Code 411.094 & Texas Education Code 51.215)**