



## BEVILL STATE COMMUNITY COLLEGE

1411 Indiana Avenue

Jasper, AL 35501

205-387-0511

POSITION ANNOUNCEMENT

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### POSITION #784: Part-Time Business Office Specialist- Central Business Office – Jasper Campus

**GENERAL INFORMATION:** Bevill State Community College is an accredited, learning-centered institution dedicated to student success by providing quality educational and training opportunities that enrich lives intellectually, economically, and culturally.

**QUALIFICATIONS:** Associate Degree with documented proficiency in computer skills and minimum of one year of experience with related office functions.

**SALARY RANGE:** \$12.00 per hour with no more than 18 hours per week.

**ESSENTIAL JOB FUNCTIONS:** The position of Part-Time Business Office Specialist requires the following essential job functions with or without reasonable accommodations: Communicate orally; communicate in writing; read and interpret; communicate with auditory skills; visual ability; manual dexterity; exhibit emotional control and stability; stress management and coping ability; demonstrate knowledge of the English language including grammar, word usage, syntax, and sentence structure; mastery of appropriate computer operation and skills; operate a motor vehicle; ability to lift and move materials weighing up to fifty pounds, sit for extended periods of time; stand for extended periods of time; capable of mobility; bend; kneel; reach; utilize telephone system; utilize and fully maintain filing systems; possess basic mathematical skills such as percentages and fractions, etc; operate standard business office machines (e.g. calculator, copier, fax machine, television). Comply with all policies of the Alabama Community College System, Board of Trustee, and the College.

**DUTIES:** In addition to adhering to the guidelines as specified by *Bevill State Community College Personnel Handbook* and the Alabama Community College System, duties will include, but are not limited to, the following:

1. Provide support to Central Business Office.
  - a. Serve as Central Business Office Back-up
    - i. Payroll
    - ii. Accounts Receivable
    - iii. Accounts Payable
    - iv. Purchasing
  - b. Review documents.
  - c. Filing
  - d. Answering Nelnet questions
2. Provide Cashier assistance to all campuses.
  - a. Maintain a balanced cash drawer.
  - b. Receipt all monies received by the college in this office and update to general ledger.
  - c. Process student receivables and place on hold if necessary.
  - d. Receive inquiries concerning tuition, dorm expenses, and student refunds.
  - e. Calculate and pay student refunds and maintain records.
  - f. Disperse Pell Grant, loan checks, and payroll checks.
3. Provide Campus Business Office assistance to all campuses
  - a. Maintain file and invoices received and receipted for Workforce Solutions.
  - b. Issue appropriate credit card for approved purchases; verify return of receipts, purchase order and card. Scan a copy to Accounts Payable.
  - c. Issue advance checks for travel and verify return of receipts and/or cash.
  - d. Issue parking decals and collect parking fines.
  - e. Greet students and visitors; direct them as needed.
  - f. Answer telephone; take messages; route calls.
  - g. Settle and move student refunds.
  - h. Work with student services and financial aid to resolve issues concerning student accounts.
  - i. Enter student payables for students receiving monies from Financial Aid.

- j. Receipt security deposits and facility usage fees to appropriate accounts, and process refund of security deposits when required.
  - k. Reconcile cash receipts and prepare bank deposits for security to transport to the bank.
  - l. Provide cash box for College events; maintain appropriate documentation and verification of monies.
  - m. Collect and record dorm deposits and rental payments.
4. Assume all other duties as assigned by the Operations Accountant and/or Restricted Accountant.

**APPLICATION PROCEDURES:** Bevill State Community College employment applications are available from the following address or visit our website at [www.bscc.edu](http://www.bscc.edu) and click on "Employment Opportunities" at the bottom of the homepage. All applications should be mailed to:

**Office of Human Resources  
Bevill State Community College  
1411 Indiana Avenue  
Jasper, AL 35501**

**OR**

**Email in a .pdf format to:  
Employment@bscc.edu**

Applicants must adhere to the College's prescribed interview schedule and must travel at his/her own expense. A complete application file consists of:

- A completed Bevill State Community College Application.
- One **current, signed, and dated** letter of reference (no older than one year)
- A signed and dated letter of interest with reference to the **position number** found on the position announcement.
- Complete transcripts from **every** institution from which **any** collegiate credit has been earned. Transcripts **must** include conferred or awarded date.
- A resume.
- **No staples or paper clips.**

**In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a non-refundable fee of \$17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Bevill State Community College is an active participant in the Employment Eligibility Verification Program (E-Verify). E-Verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.**

Bevill State Community College is an equal opportunity employer. It is the official policy of the Alabama Community College System, and Bevill State Community College that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment. Bevill State Community College will make reasonable accommodations for qualified disabled applicants or employees. If you have a disability and may require accommodations, please notify us at 205-387-0511 Ext. 5784. The College reserves the right to withdraw this job announcement at any time prior to the awarding.

**Please note that Bevill State Community College hours are 7:30 to 5:30 Monday-Thursday and 7:30 to 11:30 on Friday.**