



Position Open Notice
Cashier, Accounting Clerk – Fiscal Control
Part-time
Thatcher, Arizona

Position Summary and Organizational Relationship:

The Cashier, Accounting Clerk reports to the Accounts Receivable Supervisor.

Required Qualifications:

- Experience in accounts receivable and cashiering functions.
- Excellent customer relations demeanor and skills.
- Ability to use Windows electronic communication and information tools and Microsoft Office products.
- Ability to communicate effectively in both oral and written form with a diverse internal and external audience.
- Detail oriented with good typing/data entry/10 key skills.
- Ability to maintain confidentiality of information.
- Ability to multi-task, organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail
- Ability to establish and maintain effective working relationships with supervisors, other department staff, students, and the public
- Ability to work accurately, efficiently, and effectively with all types of data
- Ability to maintain accurate office procedures

Preferred Qualifications:

- Understanding of accounting principles, fiscal responsibilities, and fiscal security processes.
- Associate degree or higher and/or one to three years accounting experience.
- Ability to perform quickly and accurately under pressure.
- Self-starter who works well under moderate supervision and with close co-worker relationships.

Essential Functions:

- Answer phones, greet public, and provide information to students and customers as needed.
- Process accounts payables, accounts receivables, and time sheets in compliance with policy.
- Collect student fees and prepare and make daily deposits.
- Prepare various invoices and documents for agencies under contract with the College.
- Maintain accounting files alphabetically, numerically, and chronologically.
- Check documents for accuracy, review edits, and prepare audit reports as required.
- Maintain confidentiality and security of data/information of all aspects of the position.
- Develop and maintain knowledge of college operations, policies, and procedures, and assist in the compliance and completion of college administration processes.
- Fulfill assignments during non-traditional days or hours as required on an intermittent basis.
- Perform other duties as assigned.

Application Information:

Applicants should submit a letter of application addressing each of the required and preferred qualifications and describing experience related to the position responsibilities and a signed copy of the

EAC application form, available on EAC's website ([EAC Application Form](#)) to careers@eac.edu or can be mailed to the address listed below:

Eastern Arizona College
Human Resources – AP243
615 N. Stadium Avenue
Thatcher, AZ 85552-0769

The submission of all required application materials for the screening committee's review is the responsibility of the applicant.

Applicants must be prepared to interview at their own expense.

Closing Date:

Open until filled. Review of applicants will begin immediately and continue until the successful candidate is identified.

Compensation and Position Availability:

The position compensation is \$15.77 per hour.

Questions:

Human Resources Department
Voice: (928) 428-8915
FAX: (928) 428-2578
E-mail: Careers@eac.edu

EASTERN ARIZONA COLLEGE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Eastern Arizona College is in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Rehabilitation Act of 1973, and does not discriminate on the basis of race, creed, color, national origin, disability, age, or sex in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, educational services, programs and activities.

Eastern Arizona College complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S. Code § 1092(f) and the Higher Education Opportunity Act of 2008, by distributing an Annual Security and Fire Safety Report. The report is intended to inform the campus community of campus safety information, Clery Act crime statistics, on-campus housing fire data and statistics, and policies and procedures relating to sexual violence, emergency response, and other safety factors. A copy of EAC's Annual Security and Fire Safety Report can be found at http://www.eac.edu/About_EAC/Consumer_Information/report.pdf. Additional copies are available at the Alumni Library (Thatcher Campus), the Learning Resource Center (Payson Campus), and the library (Gila Pueblo Campus). A paper copy of the report will be provided upon request at EAC's District Office, located at 615 N. Stadium Avenue, Thatcher, AZ.

A daily crime log listing all criminal and alleged criminal incidents reported to campus police/security is available on-site, during normal business hours, at each of the campuses: EAC Police Department, located at 620 N. College Avenue, Thatcher, AZ (Thatcher Campus); Gila Pueblo Campus Administration Office, located at 8274 Six Shooter Canyon Road, Globe, AZ (Gila Pueblo Campus); and Payson Campus Administration Office, located at 201 N. Mud Springs Rd., Payson, AZ (Payson Campus).

A fire log containing all reported fires that occurred at any of EAC's on-campus student housing facilities is available during normal business hours at the Housing Office, located at 900 N. College Avenue, Thatcher, AZ.