



Phillips Community College of the University of Arkansas is seeking qualified applicants for the following position on the Stuttgart Campus. This job posting is for a full time, twelve-month position.

**Business Office Coordinator
Grade C112
Stuttgart Campus**

Essential job duties include:

- Preparing sales tax deposits as needed;
- Preparing PCCUA Foundation, Grand Prairie Center, and other deposits as needed;
- Processing and balancing campus petty cash reimbursements;
- Processing Stuttgart campus mail (USPS and Interdepartmental mail);
- Maintaining Stuttgart campus copiers, copy paper, and copy services budget;
- Maintaining postage machine, postage supplies, and mail services budget;
- Reconciling student billing for the Stuttgart campus;
- Answering student questions on billing and printing student bills;
- Assisting with bookstore issues, issuing book vouchers on student accounts, etc.;
- Issuing all refund checks, setting up payment plans for tuition and collecting tuition payments;
- Preparing the fiscal end-of-year reports for postage, petty cash, and cash on hand;
- Answer business office telephone and serve as backup for Admissions and other Student Services Office telephones; and
- Performing other duties and special projects, as assigned.

Qualifications:

Bachelor's degree in accounting or associate's degree in accounting or related field preferred. Three years of experience in a related field required. Excellent customer service and communication skills required. Must be willing to work flexible hours and as a team player.

Review of applications will begin immediately and will continue until filled. To request an application, visit <http://www.pccua.edu/humanresources/> or email ejames@pccua.edu or call (870) 338-6474, extension 1271.

PCCUA is an Equal Opportunity/Affirmative Action Employer

4/8/19