



# **Position Opening Notice**

## **Business Office Specialist (Accounts Receivable and Store)**

### **College and Area Information**

Tillamook Bay Community College (TBCC) is seeking an experienced, enthusiastic and highly skilled candidate to serve as Business Office Specialist (Accounts Receivable and Store) and to work in conjunction with and support of the College's mission: to provide access to quality education in response to the needs of the community.

Tillamook Bay Community College is located 85 miles west of Portland on the beautiful North Oregon Coast in Tillamook, Oregon. The county has a population of 26,000 and TBCC serves over 2,060 students per year.

### **Organizational Relationship**

Reports to the Vice President of Finance

### **General Statement**

Under general supervision, responsible for accounts receivable using a computerized accounting system. Provide billing and customer service for student accounts. Responsible for all aspects of small store operations. Perform other accounting and clerical duties as directed. Provide backup for room reservations for meetings and events.

### **Term of Employment**

Annual: position July 1 – June 30

Leave in accordance with current TBCC Policy 312 and corresponding regulations.

### **Major Areas of Responsibility**

- I. Accounts Receivable
- II. Store Operations
- III. Other duties as assigned to support the operation of the Business Office

### **Specific Responsibilities**

#### Accounts Receivable

- Assist students with online payments and payment plans
- Assist students in understanding eligibility for discounts, third party billings, scholarships, and refunds
- Prepare receipts using computerized system
- Process credit card refunds

- Charge appropriate fees
- Contact customers regarding payments
- Reconcile daily receipts to cash drawer
- Manage cash drawer
- Process third party billings
- Support accounts receivable and collections process

## Store Operations

- Coordinate with purchasing and vending to research lowest cost merchandise
- Calculate store prices using appropriate markups
- Maintain store price list
- Track cost of merchandise inventory
- Monitor store inventory levels and expiration dates

## Other

- Assist students with online bookstore and direct them to customer support
- Receive and verify incoming shipments are accurate and not damaged
- Support accounts payable
- Support asset tracking
- Manage postage meter and outgoing mail
- Provide backup for room reservations for meetings and events
- Participate on college committees as assigned
- Insure confidentiality of student information
- Maintain desk procedure manual

## **Required Qualifications**

- Associate's degree in Business or Administrative/Office Management or related field or two years of equivalent work experience
- Proficiency in the use of computers, Microsoft Office, Outlook, and Excel
- Ability to use of a variety of office machines (10 key calculator, copiers, etc.)
- Demonstrate strong interpersonal skills
- Effective oral and written communication skills
- Ability to work individually and with a team
- Strong organizational skills
- Attention to details

## **Preferred Qualifications:**

- Bachelor Degree in Business or Administrative/Office Management or related field
- Knowledge of Jenzabar accounting system or similar accounting system
- 5 years of experience working in Business or Administrative/Office Management or related field
- Bilingual in Spanish

## **Application Information**

Complete application packets will have first consideration. The submission of all required application materials is the responsibility of the applicant.

Please respond via email with cover letter, resume and application indicating proof of your abilities to achieve the above job description and a minimum of three references to [patryan@tillamookbaycc.edu](mailto:patryan@tillamookbaycc.edu)

Applications may also be mailed to:

Tillamook Bay Community College  
Attn. Human Resources  
4301 Third Street  
Tillamook, OR, 97141

To print application go to [Human Resources - Tillamook Bay Community College \(tillamookbaycc.edu\)](http://Human Resources - Tillamook Bay Community College (tillamookbaycc.edu)) and click on the employment application button.

### **Position Open until filled**

First review of applications: October 25th

### **Compensation and Position Availability**

This is a 1.0 FTE position. Salary is \$36,493 (\$18.32/hour)-\$38,715 (\$19.44/hour), depending on experience. Benefits are in accordance with Board Policy. Full employer paid PERS.