



POSITION VACANCY

DATE POSTED:	April 12, 2024
POSITION:	Financial Services Coordinator – Adult Education
REPORTS TO:	Director – Adult Education
STARTING DATE:	June 3, 2024
SALARY RANGE:	Per District Pay Scale
WORK YEAR:	Full-Time – 12-month employee
QUALIFICATIONS:	Preferred Background in accounting and/or record keeping, proficient in Microsoft Office applications, and have excellent verbal and written communication skills to provide quality customer service. Combination of experience and training which provides the knowledge, skills, and abilities to perform assigned duties. Pass BCI/FBI background check. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
RESPONSIBILITIES:	Process and maintain customer/student payments and accounts; Perform processing, collection, reconciliation and maintenance of customer/student receivables; Monitor collection process; Prepare reports and documentation to assist with regular audits and reporting; Generate billing for customers/students; Manage data related to reporting to various agencies (i.e. ODHE and accreditor); Other duties as assigned.
APPLICATION DEADLINE:	April 26, 2024
APPLY TO:	Stephanie VanDusen, Executive Secretary-Central Office

**MID-EAST CAREER AND TECHNOLOGY CENTERS
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