

# Cisco College

## Job Description

**Job Title:** Business Services Bookkeeper (Abilene)

**Job Classification:** Classified - C

**Last Updated:** April 23, 2024

### Job Summary

The Business Services Bookkeeper is primarily responsible for the billing and collection of student accounts associated with various third party entities at the Abilene Campus. This is a demanding function that requires clear focus as well as communication and cooperation with other College offices and the third party entities. Additionally, the person in this position must provide support to the Business Office Specialist full time personnel. Schedule flexibility will be expected occasionally of this position to provide as needed support.

Candidate will demonstrate a willingness to support the comprehensive role of the community college as described in the College's statement of mission and goals.

The Business Services Bookkeeper is a security sensitive position, expected to accomplish assigned duties in an efficient, effective and competent manner, and to strive for improvement and excellence in all work performed. Additionally, Cisco College employees are asked to demonstrate a commitment to the comprehensive role of the community college as stated in the College Mission, and to cooperate and work harmoniously with College personnel and the public. All Cisco College personnel are expected to follow College policies, rules, regulations, and guidelines that relate to this position.

### Primary Duties

1. Tabulate and create invoices to bill third party vendors for all students associated within those organizations. Including but not limited to all Chapters of VA, Tuition Assistant, General Achievements for Abilene Students.
2. Reconcile accounts and apply payments from third party vendors in a timely manner.
3. Provide clear, precise information for billing and create files for each individual or entity.
4. Post all VA payments throughout the month in a timely manner.
5. Code and process VA Tuition Deferment Request for VA students.
6. Record daily receipts of funds into the College's administrative computer system and routinely perform necessary steps to provide computer deposit reports.
7. Perform cashier duties, collecting and recording student payments, and third party billing.
8. Weekly reconciliation of computer deposit reports with actual cash, checks, and credit cards. Maintain petty cash drawer.
9. Communicate routinely with direct supervisor with updates of all third party billing.
10. Provide back up for the Business Office Specialist.
11. Cashier duties support for student accounts. During peak times this position will provide support in receiving payments from students and answer/resolve questions regarding their account.
12. Communicate closely with staff in the Continuing Education-Workforce area and the Veteran Services area for third party billing.
13. Collections of old Balances.
14. General Achievement Waivers
15. Perform additional duties as assigned.

**Cisco College Mission & Purpose:** The Mission of Cisco College is to provide quality, affordable, educational opportunities to meet the diverse academic, technical and career needs of the students and communities we serve. Cisco College maintains an open-door admissions policy and provides an array of educational programs offered at two primary locations, Cisco and Abilene, in addition to many off-campus sites. Cisco strives for an institutional culture of innovation, collaboration, faculty and staff empowerment and recognition, and an openness to change that underscores our

commitment to a shared mission and vision.

**Cisco College Guiding Principles:** Learning, Respect, Integrity, Communication, Cooperation, Joy, and Innovation.

**Posting and Application Details:**

Cisco College offers a generous benefit package, including comprehensive medical, dental, and vision insurance. Member-only medical coverage and \$5,000 of basic term life is provided at no cost to the employee. Other coverages are selected by the employee and payment made through payroll deduction.

Cisco College offers retirement savings such as Teacher Retirement System or Option Retirement Plan – for qualified positions. Twelve month employees also receive both sick and vacation leave on a month to month basis.

**Resume packages should be submitted to:**

Laurie Kincannon  
Director of Human Resources  
Cisco College  
101 College Heights  
Cisco, Texas 76437  
254-442-5121  
[humanresources@cisco.edu](mailto:humanresources@cisco.edu)

**Resume packages must include all of the following:**

Cover letter  
[Cisco College application](#)  
Resume or Curriculum Vita  
Unofficial College Transcripts

**Cisco College is an Equal Opportunity Employer**

