Job Posting
Business Services Office Specialist (Abilene)

Date Posted: July 19
Posting End Date: Until filled

Cisco College has an exciting opportunity for the position of Business Services Specialist at the Abilene campus. This position will be responsible for collection of student accounts, deposits, and third-party billing for the Business Office.

An applicant must possess strong computer skills (Microsoft Office), strong interpersonal and communication skills, self-directed, possess strong customer service skills, detail-oriented, have the ability to multi-task, and manage multiple projects concurrently. (Please scroll down to review the complete job description for the position.) The position will be based at the Abilene Campus of Cisco College. The position offers full-time (12-month) employment and includes great paid benefits and time off.

CISCO COLLEGE offers a generous benefit package, including comprehensive medical, dental, and vision insurance. For the medical benefit only, member-only coverage along with $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.

The benefits of working in higher education are many and allow you to plan well for your future. 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.

Applications are received via email, fax, and USPS, but email is preferred. Application form is available on the “Employment” page of the website at www.cisco.edu.

Please submit applications to:

Laurie Kincannon
Director of Human Resources
Cisco College
101 College Heights
Cisco, Texas 76437
Office: 254-442-5121
Fax: 254-442-5100
humanresources@cisco.edu

Cisco College is an Equal Opportunity Employer
Cisco College
Job Description

Job Title: Business Services-Office Specialist
Job Classification: Specialist II

Job Summary

The Business Services Office Specialist is primarily responsible for the collection of student accounts at the Abilene Campus. This is a demanding function that requires a clear focus as well as communication and cooperation with other College offices. Additionally, the person in this position must 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-Office Specialist is 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 professional 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. Record daily receipts of funds into the College’s administrative computer system and routinely perform necessary steps to provide computer deposit reports.
2. Perform cashier duties, collecting and recording student payments, and third party billing.
3. Weekly reconciliation of computer deposit reports with actual cash, checks, and credit cards. Maintain petty cash drawer.
4. Create and maintain office files. Keep office neat and well organized to portray a professional appearance for the Business Office area.
5. Maintain strict confidentiality of all information involved in day to day business processes.
6. Assisting the Cisco Business Office staff with drop lists, student account updates, and working closely with the Cisco Business Office staff with all requests for our Abilene campus students.
7. Performs duties with a high degree of customer service. This is a security sensitive “front line” position since there is a great amount of direct communication with students, parents, and employees.
8. Communicate routinely with supervisor to suggest ideas for improvement in the performance of this position.
9. Provide a friendly work environment, always striving to assist our students to succeed.
10. Participate in the student registration process when required.
11. Distribution of a small amount of faculty and work-study/student paychecks and travel checks for faculty and staff.
12. Perform other duties as assigned.