



Job Posting

Business Services-Office Specialist

Date Posted **2/28/2024**
End Date: **Until Filled**

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.

All Cisco College employees are required to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, all employees cooperate and work harmoniously with College personnel and the public. All Cisco College employees follow College policies, rules, regulations, and guidelines that relate to the specific position.

A full job description is listed separately. This is a full time position with a generous benefit package. Benefits can be found on the Cisco College Website under the *Employment* section.

A **complete** resume package includes a *completed and signed* Cisco College Application (located on the Employment Page of our website at www.cisco.edu), cover letter, resume, and unofficial copies of transcripts. *Please ensure all required documents are included with your submission, as incomplete packages are returned unprocessed.*

Complete resume packages sent to the following address or email:

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

Cisco College is an Equal Opportunity Employee

CISCO COLLEGE

Job Description

Job Title: Business Services-Office Specialist

Job Classification: Specialist II

Last Updated: April 18, 2024

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 work-study/student paychecks.
12. Yearly 1098T's
13. Maintain State Waivers
14. Perform other duties as assigned.