VACANCY NOTIFICATION
Posting Date: October 7, 2015

Accounts Receivable Clerk

Hudson County Community College is an award-winning, comprehensive urban college located just across the Hudson River from Manhattan in Jersey City and Union City, NJ. Fully accredited by the Middle States Commission on Higher Education, the College offers courses and classes in a wide variety of disciplines to the people and businesses of Hudson County, one of the most historic and ethnically diverse areas of the United States. The College was recognized with the 2012 Association of Community College Trustees (ACCT) Northeast Regional Equity Award, was one of just five finalists in the U.S. for the American Association of Community Colleges’ (AACC) Student Success Award, and was presented with the New Jersey Business & Industry Association’s New Good Neighbor Awards in 2009 for the Culinary Conference Center and in 2012 for the North Hudson Higher Education Center.

The College is currently searching for an experienced full-time Accounts Receivable Clerk. Reporting to the Director of Student Accounts, the Accounts Receivable Clerk processes, accepts and updates student financial records, students’ payments (tuition, fees, admission deposits, and continuing education course fees), financial aid awards and student loan checks received from the bank. Prepares stipends, reconciles financial aid funds, and makes daily bank deposits. Prepares invoices for tuition from company sponsored programs, Veterans Administration, Board of Education, Division of Vocational Rehabilitation Service. Prepare bills for students with bad checks and processes the drop/add and refunds. Mails financial aid stipends to students. Will perform other duties as assigned by immediate supervisor.

High school diploma or equivalent required with a minimum of 1 year of work experience in accounting and related systems, banking, clerical, and/or customer service capacity within a College or University environment is required. Must have excellent computer skills, ability to learn computer software system and to organize and complete complex tasks. Must be accurate with numbers and have experience in handling cash, checks and charges. Proficiency with various computer software programs including Microsoft Office suite including Access and Excel, and experience with Ellucian (formerly Datatel) Colleague or similar higher education platform required. Bilingual (Spanish/English) preferred.

TO APPLY: Send a letter of application, resume, salary requirements and names/contact information of three professional references to:

Via USPS: Hudson County Community College
Department of Human Resources
81 Sip Avenue - Mezzanine Level
Jersey City, NJ 07306

Via Email: Resumes@hccc.edu

Via Fax: 201-714-2509


As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.

HCCC IS AN EEO/AA EMPLOYER