Position Vacancy Notice
Part-Time Accounts Receivable/Bursar Clerk
(Posting date: 9/18/19)

College Overview
Hudson County Community College (HCCC) is an award-winning, comprehensive urban college with three campuses located just minutes from Manhattan in Jersey City, Secaucus, and Union City, New Jersey. The Journal Square campus sits in the center of Jersey City, next to a major PATH station and transportation hub, while the North Hudson Campus in Union City sits adjacent to a vital light rail station; the Secaucus campus has abundant parking.

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. HCCC was recognized with the 2012 Association of Community College Trustees (ACCT) Northeast Regional Equity Award, was one of just five finalists for the American Association of Community Colleges’ (AACC) Student Success Award, and was presented with a series of New Jersey Business & Industry Association’s Good Neighbor Awards: 2009 for the Culinary Conference Center, 2012 for the North Hudson Campus, and 2015 for the award-winning Gabert Library. In 2017, the College acquired the CarePoint School of Nursing (formerly Christ Hospital School of Nursing) and has since transitioned it to the fully-accredited HCCC School of Nursing, with its students performing among the highest in New Jersey on their NCLEX exams. In 2019, the College joined Achieving the Dream as part of its expanding efforts towards continuous improvement in its student success work. The Culinary Arts Institute is continually recognized as one of the finest in the nation.

Department/Division Introduction
Finance/Student Accounts

Position Summary
The College is searching for a Part-Time Accounts Receivable/Bursar Clerk. Reporting to the Director of Student Accounts, the Accounts Receivable/Bursar Clerk will assist the Director and Coordinator in the overall operation of the Student Accounts and Cashiering functions, including receiving, processing, and recording a variety of payments from students to maintain accurate and complete student accounting records. Will perform other related duties as assigned.

Minimum Qualifications
High School diploma or equivalent required with a minimum of one year of experience in an accounting, clerical, and/or customer service capacity. Preferred: Bilingual (Spanish/English).

Applications
For full consideration please send resume, cover letter, salary expectations and a list of three professional references to bursar-noreply@hccc.edu.

For additional information and employment opportunities at HCCC, please visit:

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

Take Survey