



## JOB ANNOUNCEMENT

### Accounting Support Specialist - Campus Cashier (Full-Time, 12 months)

**OPENING DATE:** August 8, 2022  
**REVIEW DATE:** Extended to September 23, 2022  
**CLOSING DATE:** Open until filled  
**LOCATION:** NWIC Lummi Campus  
**SALARY:** \$37,596 Max. DOE

The salary placement upon hire will be based on the selected candidate's education and relevant work experience as outlined in the job announcement and the established salary schedule for the classification of position to be filled.

*Northwest Indian College hiring practices including adherence to the Indian Preference Act (Title 25, U.S. Code, Section 473). NWIC supports and provides equal employment opportunity and educational opportunities without regard to race, color, religion, national origin, sex (including pregnancy), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information.*

#### SCOPE OF WORK

The Accounting Support Specialist - Campus Cashier is responsible for performing cashiering functions and receptionist duties in the Business Office. The position serves as backup for both the accounts payable and receivable positions, assists with clerical functions for the Business Office, and has other miscellaneous duties as directed. **Consistently good attendance is required.**

This position reports to the General Ledger Accountant. The position requires interaction with students, the public, college vendors, and other college staff. **A high-quality level of customer service is required due to the visibility of the position.**

#### DUTIES AND RESPONSIBILITIES

1. Perform fiscal-related clerical support and interoffice errands.
2. Provide front counter reception, including answering phone, referring calls, taking messages and completing scheduling as needed.
3. Accept student fees, payments – including credit card transactions for College and Foundation accounts, enter data/transactions in accounting system, and prepare for deposit.
4. Assist students with basic account questions in absence of other department staff.
5. Prepare checks and paperwork for proper disbursement; sort cancelled checks and maintain in filing system.
6. Photocopy and collate materials.
7. Pick up and sort mail daily.
8. Provide back-up day to day functions of Account Receivable and Account Payable positions.
9. Assist with statement processing.
10. Check out College vehicles and enter vehicle mileage; act as contact with maintenance for repairs and/or vehicle maintenance.
11. Cover lunches of reception area as scheduled.

12. Order parts and replace Xerox parts when needed.
13. Order office supplies when needed.
14. Perform other duties as directed by supervisor.

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

## **QUALIFICATIONS REQUIRED to perform this position successfully:**

### **Minimum Qualifications:**

- High School Graduate or GED certificate
- Two years of previous fiscal-related office work experience
- Experience performing data entry and use of ten-key, as well as proficiency using Excel, Word and basic accounting software
- Ability to perform mathematical computations necessary to perform job tasks
- Excellent written and verbal communication skills
- Excellent interpersonal/people skills
- Ability to work in a team environment to achieve strategic and departmental goals
- Ability to work independently with minimum supervision
- Ability to maintain confidentiality
- Excellent organizational skills with the ability to handle multiple tasks
- Consistent and regular attendance

### **Preferred Qualifications:**

- Experience with Native American populations
- Previous experience working with Native Americans in a college setting or in the community

## **APPLICATION PROCESS**

Interested individuals should submit the following application materials directly to the NWIC Human Resources Office only.

1. Cover letter addressing how you meet the position qualifications
2. NWIC Application
3. NWIC Equal Employment Opportunity (EEO) form
4. Current and complete professional resume
5. Copies of college transcripts (*can submit unofficial copies at time of application*)
6. Three letters of recommendation from persons, who are not members of your immediate family, who have firsthand knowledge of your qualifications for the position
7. If applicable to the position, provide copies of certificates/licenses/credentials

The job announcement and application forms are available online at [www.nwic.edu/about-nwic/employment](http://www.nwic.edu/about-nwic/employment) or may be requested from and submitted directly to:

Human Resources  
Northwest Indian College  
2522 Kwina Road  
Bellingham, WA 98226-9278  
Telephone/Fax: 360.392.4230  
Email: [employment@nwic.edu](mailto:employment@nwic.edu)