

ADMINISTRATIVE & OFFICE SPECIALIST III, #WO922**(Working Title: Fiscal Technician Assistant)*******WAGE/HOURLY*****

J. Sargeant Reynolds Community College is the third largest community college in Virginia and offers a variety of academic programs and services to the residents of the City of Richmond and five nearby counties. Annually, our three campuses serve approximately 17,500 credit students and provide training for an additional 11,000 students through the Community College Workforce Alliance. During our 44-year history we have educated nearly 340,000 people in the Richmond area and 1 in 4 local working adults has attended Reynolds. Additional information is available at the College's Website: www.reynolds.edu.

Reynolds is seeking applicants who share in its commitment to students and teamwork. The College supports a culture of life-long learning, celebrating its diversity, and recruiting and retaining star quality employees. It is currently seeking applicants for the position of Fiscal Technician Assistant, Pay Band 3. This position will be assigned to Financial Operations/Business Office, Parham Road Campus, 1651 East Parham Road, Richmond, VA 23228.

TYPE OF APPOINTMENT:	Part-time hourly position without state benefits. Wage employees are restricted to working approximately 29 hours per week, not to exceed 1,500 hours annually.
DUTIES:	The Fiscal Technician Assistant assists with payment transactions relating to the registration of credit students and the receipt of tuition payments in the Parham Road Campus Business Office. This position also processes daily bank deposit accounting entries into the automated accounting system.
QUALIFICATIONS REQUIRED:	Working knowledge of cashiering duties and principles. Working knowledge of accounting principles and practices. Demonstrated ability to analyze fiscal transactions for conformity with established procedures. Demonstrated ability to operate a personal computer using Microsoft Office software. Demonstrated ability to communicate effectively, orally and in writing, with a diverse population. High school graduate or equivalent with additional training in cashiering, bookkeeping/accounting, and/or business applications. The selected candidate must be able to pass the college's pre-employment security screening.
QUALIFICATIONS PREFERRED:	Current experience in high volume customer service and/or academic fiscal environment is preferred. Working knowledge of automated cashiering and accounting systems is also preferred.
STARTING SALARY:	Approximate starting hourly rate, \$12.37 per hour, based on related experience and pre-employment salary.
APPLICATION DEADLINE:	Applications will be accepted through July 21, 2017.
APPLICATION PROCESS:	To apply for this or any other Reynolds vacant position, please visit the Virginia Jobs website https://virginiajobs.peopleadmin.com .
CONTACT INFORMATION:	Emily Duncan, Recruitment Coordinator Email: eduncan@reynolds.edu

J. Sargeant Reynolds Community College does not discriminate on the basis of age, color, disability, family medical history or genetic information, military service, national origin, parental status, political affiliation, race, religion, sex (including pregnancy and gender identity), sexual orientation, or any other non-merit based factor in its employment opportunities, programs, services, and activities. Employment-related inquiries regarding the college's nondiscrimination policy should be addressed to: EEO Officer, EEO@Reynolds.edu.