



VACANCY NOTIFICATION

Posting Date: May 11, 2018

Part-Time Accounts Receivable/Bursar 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 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 Good Neighbor Awards in 2009 for the Culinary Arts Conference Center and in 2012 for the North Hudson Campus Project, and in 2015 for the Library Building.

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.

Required: 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).

To Apply: Send letter of application, resume, salary requirements and names/contact information of three professional references.

Hudson County Community
College
Bursar Department
70 Sip Avenue, 1st Floor
Jersey City, NJ 07306
E-mail: llang@hccc.edu

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

www.njherc.org, www.HigherEdJobs.com and www.latinosinhighered.com

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