



Human Resource Office  
PO Box 70  
Pablo, MT 59855  
Toll free 877.752.6553, ext. 4985  
Direct Dial 406.275.4985

Position Vacancy  
Please Post

Salish Kootenai College seeks applicants for: <b>Accounting Technician (Accounts Receivable)</b>	Salary Range: <b>14.37-\$16.11/hour DOEE</b>
For a complete position description contact <b>Human Resources, 406-275-4985</b>	Closing Date: <b>Monday November 8, 2021 at 1:00pm</b>

**General Summary:**

Maintain all Accounts Receivable and assist students as needed. Assist with other Business Office functions as necessary.

**Major Duties and Responsibilities:**

Accounts Receivable – Process all charges for tuition, fees, labs and refunds for student accounts. Process payments for students receiving financial aid refunds. Assist with bookstore and daycare charges. Maintain schedule of students funding from outside sources. Process student transfers related to student receivables. Verify and send out quarterly statements for all account receivables. Assist students as needed. Knowledge of all receipting and daily till work. Other duties as assigned, including, but not limited to assisting other Business Office Personnel.

**Minimum Qualifications:**

AA degree in related field and 2 years accounting experience or an additional 2 years of experience in lieu of the degree. 10-key and computer knowledge required. Ability to work as a team, establish, maintain effective working relationships, maintain confidentiality and public relations a must. Ability to carry out normal responsibilities and meet unusual situations with professionalism.

**To apply you must submit an SKC application, resume and applicable transcripts to Human Resources, P.O. Box 70, Pablo, MT 59855.** Your application must include evidence that you have the skills, experiences and abilities indicated in this announcement (E.I. cover letter, resume and transcripts). Information you provide will be used as deciding factors in our employment process.

As an Equal Opportunity/Affirmative Action employer, we encourage applications from minorities, veterans and women. SKC is a tribal member preference employer as set forth in SKC policy. SKC is a drug free workplace. All pre-hires **must pass a drug test before formal hiring.**