

Accounting Clerk

North Central State College is seeking a detail-oriented, customer-focused Accounting Clerk to join our Accounting Services team. This position plays an important role in supporting student accounts, processing financial transactions, and providing exceptional service to students, employees, and external partners. If you enjoy working with numbers, solving problems, and being part of a collaborative team, we encourage you to apply.

What You'll Do: Key Responsibilities (including but not limited to):

As the Accounting Clerk, you will perform a variety of accounting, bookkeeping, and administrative functions that help ensure the efficient operation of the College's financial processes. Responsibilities include:

Processing Student Accounts Receivable

- Perform duties of Cashier as needed – first line coverage
- Prepare invoices and remit to students' third-party sources of payment
- Update student accounts through the financial aid posting process, balance student aid accounts, and request funds
- Receive or accept payments for coursework tuition (both credit and non-credit) and various fees (e.g., transcripts, graduation, placement exams) remitted in drop box, in person or via telephone
- Balance accounts on a monthly basis
- Verify amount of student refund checks to be issued and process refund
- Confer with outside agencies and other College departments to coordinate billing and resolve outstanding issues with billing pertaining to early learning students
- Research and respond to students' questions about outstanding balances, due dates, payment plans, receipt of payments from third-party sources
- Monitor and update early learning student data
- Outside scholarship tracking and applying to student's accounts
- Other duties as assigned

Administrative Duties

- Attend and take meeting minutes for various meetings
- Verify travel authorization and travel reimbursements against policy guidelines
- Contract file organization and maintenance
- Schedule meetings as needed
- Annual calculation of banked lab fees
- Other duties as assigned

Accounting/Bookkeeping

- Reimburse petty cash receipts
- Prepare daily cash log
- Prepare journal entries as needed
- Other duties as assigned

Miscellaneous

- Prepare student 1098-T statements
- All requisition entries including blanket purchase orders for the College and Foundation
- Other duties as assigned

What We're Looking For:

Education: High school diploma; Associate's degree in Accounting, Finance, Administrative Technology, Business Administration or related preferred

Experience: Performing bookkeeping or accounting functions using computerized accounting software preferred.

Why You'll Love Working Here:

At North Central State College, you'll join a dedicated team committed to supporting student success and serving our community. We offer a collaborative work environment where employees are valued for their contributions and have opportunities to make a meaningful impact every day.

- Competitive pay
- Medical/Dental/Vision Insurance with low deductibles and co-insurance
- Employer retirement contributions: 14% (SERS) or 10.15% (ARP)
- College-paid life & long-term disability insurance
- Generous paid time off:
 - 80 vacation hours to start
 - 120 sick hours annually
 - 16 personal hours per year
 - 12 holidays + 2 College-paid days
- Free tuition for employee, spouse, and dependents at NCSC
- Tuition reimbursement for continued education outside the College

Review of applications begins 7/30/26 and continues until the position is filled.

Posting Date: 7/16/26

Ready to Join Us?

Submit your resume and a letter of interest online at:

👉 www.ncstatecollege.edu/jobs