

Staff Accountant (Accounts Receivable)

Are you an organized accounting professional who enjoys balancing numbers, solving problems, and providing excellent customer service? North Central State College is seeking a Staff Accountant (Accounts Receivable) to support the College's accounts receivable operations and student financial services.

This position is responsible for a variety of accounting and customer service functions, including student billing, accounts receivable, collections, invoicing, cashier support, and financial record maintenance. The ideal candidate is detail-oriented, customer-focused, and enjoys working in a collaborative environment where accuracy and service go hand in hand.

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

Processing Accounts Receivable

- 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
- Prepare invoices and remit to students' third-party sources of payment
- Research and respond to questions about outstanding balances, due dates, payment plans, receipt of payments from third-party sources
- Prepare invoices and remit to students' third-party sources of payment
- Review/verify, process, and issue student refunds
- Monitor and update early learning student date and prepare necessary invoices to high schools
- Prepare daily cash log
- Perform Cashier duties as needed – second line coverage
- Process Trade Adjustment Act contracts and billing
- Process past due account letters to students / agencies and submit balances to the Attorney General
- Confer with outside agencies and other College departments to coordinate billing and resolve outstanding issues with billing pertaining to credit/non-credit students, corporate clients, rentals and other miscellaneous billing
- Bookstore processing book pickup/drop-off
- Process early learning book orders
- Perform other related duties as assigned

Miscellaneous

- Prepare student annual IRS 1098T statements
- Monthly balancing of accounts
- Reimburse petty cash receipts
- Perform duties of Accounting Clerk as needed
- Perform other related duties as assigned

What We're Looking For:

Education: Associate's degree in Accounting, Finance, Administrative Technology, Business Administration or related
Experience: Performing bookkeeping or accounts receivable functions using modern computer software preferred

A different combination of education and experience may be acceptable if deemed equivalent.

Why You'll Love Working Here:

At North Central State College, every employee contributes to student success. Our Accounting Services team works closely with students, faculty, staff, and community partners to provide accurate, responsive, and professional financial services. We offer a collaborative workplace where employees are valued, supported, and encouraged to grow professionally.

- 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

Position posted until filled.

Ready to Join Us?

Submit your resume and a letter of interest online at:

👉 www.ncstatecollege.edu/jobs