



VACANCY ANNOUNCEMENT

Position Title: Accounts Receivable and Cashier

Position #: TBA

Position Status: Full-Time

Reports To: Controller

The Accounts Receivable & Cashier is responsible for the coordination of processes and operations within the Student Services Department, as well as resolving student issues in a college-wide context. The Accounts Receivable & Cashier is charged with proactively addressing student account and record issues with an overall objective of minimizing risk and loss to Otero College, but also enhancing enrollment, retention, and graduation efforts. This position is charged with initiating and measuring new and/or improved services provided to students and staff, collecting, analyzing, and reporting data, particularly as related to student accounts. In addition, the position will, under the supervision of the Controller and VP of Business and Administrative Services proactively work to ensure effective, efficient, and student-friendly processes and operations are in place.

DUTIES AND RESPONSIBILITIES:

1. Collect and analyze data related to student application, registration, financial aid, and student payments for use in improving services.
2. In coordination with the department, develop, initiate, and administer comprehensive processes and procedures within Student Services to better serve students and fellow staff.
3. Collaborate with various departments on campus with respect to new and continuing students regarding recruitment, admissions, financial aid, student accounts, and other issues related to serving students.
4. Counsel students to help them meet admissions, registration financial aid, and financial obligations.
5. Establish and maintain comprehensive procedures related to student accounts including maintaining accurate tuition & fees rates; overseeing the billing processes; collecting & reconciling student payments, and processing student refunds.
6. Determine payment deadlines and develop comprehensive payment options.
7. Reconcile student accounts.
8. Run aging reports and determine the best course of action for collections.
9. Work with third-party billing and collection agencies, and balance accounts monthly.
10. College opportunity Fund (COF) Submission and reporting to the state and reconciliation.
11. Act as a resource in terms of student costs, bills, registration issues, etc.
12. Assist students with refund cards, research and resolve refund returns.
13. Coordinate student account, billing, and cashier functions with OC Business Officer, Controller, and business office staff.
14. Supervise training of backup cashier functions.
15. Responsible for metering and sorting all incoming and outgoing mail for college and student mail. Check in and check out of all incoming packages for students.
16. Other duties as assigned by the Controller.

See Human Resources for a complete job description.

MINIMUM QUALIFICATIONS:

- Bachelor's degree or an equivalent combination of education and/or experience may substitute year-for-year for the degree
- Strong computer skills, proficient in keying data
- Ability to work cooperatively and effectively with diverse student populations with special emphasis on first-generation, low-income, and students of color

PREFERRED QUALIFICATIONS:

- Two years of experience in accounts receivable/cashiering
- Experience with Banner & Excel

SALARY:

\$36,395 - \$40,000 with excellent benefit package including PERA retirement, health, vision, dental and life insurance. Paid annual and sick leave.
12-month academic year position

APPLICATION INSTRUCTIONS

For consideration, an applicant file must contain:

1. Cover letter that addresses the minimum and preferred qualifications
2. Resume
3. Copies of transcripts (A.A., B.A., and M.A.)
4. Names, addresses, and phone numbers of 3 professional references

APPLICATION DEADLINE

Open Until Filled – 1st review of applications will be June 10, 2022

POSITION START DATE:

July 1, 2022

Submit Application Packet To:

Otero College
Attn: Kelsey Barbee
Director of Human Resources
1802 Colorado Ave
La Junta, CO 81050
FAX: (719) 384-6947

Or Email To: kelsey.barbee@otero.edu

Inquiries May Be Directed To:

Kelsey Barbee
(719) 384-6824

Applicants must submit to and pass a background check before an offer of employment can be extended.

Otero College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or

educational programs and activities. Otero College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Kelsey Barbee, Director of Human Resources, as its AFFIRMATIVE ACTION (AA), OFFICER, EQUAL OPPORTUNITY (EO), AND TITLE IX COORDINATOR with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions, please contact Kelsey Barbee, Director of Human Resources at 719-384-6824, kelsey.barbee@otero.edu, or 1802 Colorado Ave. McDivitt Hall RM# 140, La Junta, CO 81050.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

The Federal Cleary Act (The Student Right to Know and Campus Security Act of 1990) requires all institutions of higher learning to make available to prospective employees the agency's Annual Security Report/Campus Crime Statistics. A paper copy of this report can be obtained at the Student Services Center upon request or at: <http://www.ojc.edu/content/marketing/catalog.pdf>. This report includes statistics for the previous three years concerning crimes that occurred on campus or on property controlled or owned by Otero College, as well as public property within, or immediately adjacent to and accessible from, our campus.

Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information in your application packet

Qualified protected class individuals are encouraged to apply

Otero College must comply with the Immigration Reform and Control Act of 1986. If hired you will be required to provide documents to show your identity and authorization to work. In addition, Colorado fiscal rules require direct deposit for all new employees.

ABOUT OTERO COLLEGE:

Founded in 1941, Otero College is an accredited Hispanic Serving Institution and is a state two-year community college with approximately 1500 students (1250 FTE) made up of traditional, non-traditional and international students. The college is governed by the State Board for Community Colleges and Occupational Education. Otero is located on an attractive 40-acre campus on the southern edge of La Junta, Colorado. The college is a full-service campus with dormitory housing, food service, men's and women's varsity intercollegiate athletics, and state-of-the-art educational technology. The city of La Junta has a population of approximately 8,000 and is located on Highway 50, sixty miles east of Pueblo. The college serves the residents of Otero, Bent, and Crowley counties. This rural geographic area in southeast Colorado is primarily agriculture based and has a population of approximately 33,000 people. Students at Otero can earn degrees in Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies or an Associate Degree in Nursing. Students who wish to pursue vocational occupations will find over a dozen one- and two-year certificate programs available. Career and Technical Education certificate programs at Otero include:

- Advanced Ag/Business Management
- ABM Financial Analysis
- Ag/Business Marketing and Risk Management
- ABM Records and Business Planning
- Rural Business Entrepreneurship
- Cosmetology
- Hair Stylist
- Nail Technician
- Esthetician
- Crop Production
- Intro to Horticulture
- Horticulture
- Emergency Medical Technician
- EMT Intermediate
- Community Health Worker
- Law Enforcement Training Academy
- Livestock Production
- Agriculture Production Management
- Artificial Insemination
- Nurse Aide
- Practical Nursing
- Phlebotomy
- Oxyacetylene
- Welding Fundamentals I
- Welding Fundamentals II
- Welding Production

Advanced Welding Pipe
Advanced Welding Railroad

To learn more about Otero College, visit the college's website at www.otero.edu.

OTERO MISSION STATEMENT:

To provide quality higher education that is accessible, transforms lives, expands employment opportunities, enriches our communities, promotes individual and global cultural diversity, and fosters economic development.