



Area Student Accounts/Financial Specialist

Area Student Accounts/Financial Specialist: Mid-Plains Community College is now accepting applications for Accounts Receivable/Student Accounts Specialist. Responsibilities include, but will not be limited to: oversight of accounts receivable-student accounts, daily receipting and depositing of payments, collection accounts processing, student payment plans, manage outside scholarships, year-end 1098T processing, general ledger accounting, financial statement support, and any other business office function, and any other business office function. The ideal candidate will possess strong accounting skills and general business knowledge, be experienced in 10-key, computers and technology, strong written and oral communication skills, ability to work effectively with people, possess an attention to detail, the ability to work without direct supervision and to multi-task, flexibility to work through interruptions and other duties as assigned. Some travel is required.

About us: Mid-Plains Community College, a legislatively designated 18-county district in West-Central Nebraska, is a comprehensive, open access, public, two-year community college system that offers associate degrees, diplomas, and certificates. MPCC consists of three main campuses, one located in McCook, Nebraska and two located in North Platte, Nebraska. Additionally, there are campus sites in Broken Bow, Imperial, Ogallala and Valentine with satellite classrooms located throughout the Area.

Qualifications: Associates degree or equivalent experience required. Bachelor's degree helpful in business/accounting/bookkeeping related field. Previous business office experience is preferred.

Application Instructions: Send a (1) letter of interest, (2) current resume, (3) a completed MPCC application form (available at www.mpcc.edu) and (4) Unofficial transcripts to MPCC Human Resources, 1101 Halligan Drive, North Platte, NE 69101. Fax: 308-534-5770 or email humanresources@mpcc.edu Only complete application packets will be considered. **To guarantee consideration, application materials must be received by January 11, 2019. Only complete application packets will be considered.**

An EEO Employer/Educator.