



ADMINISTRATIVE & OFFICE SPECIALIST III, #00152
(Working Title: Fiscal Technician Senior)

J. Sargeant Reynolds Community College is the third largest college in the Virginia Community College System. Reynolds offers a variety of programs and services to the residents of the City of Richmond and the counties of Hanover, Henrico, Goochland, Louisa and Powhatan. The college operates three comprehensive campuses located in rural, urban and suburban settings and serves over 18,000 credit students. The Community College Workforce Alliance provides training to an additional 14,000 non-credit students each year. Additional information is available at the College's Website: <http://www.reynolds.edu>

The College is seeking applicants for the position of Administrative & Office Specialist III, Pay Band 3. This position will be assigned to Financial Operations/Business Office, Western Campus, 1851 Dickinson Road, Goochland, VA 23063.

TYPE OF APPOINTMENT: Full-time classified position with state benefits.

DUTIES: Position manages cash transactions relating to the registration of credit students, receipt of tuition payments, preparation of accounts/statements to accept funds, preparation of cash reports, and adherence to strict processing and reporting timelines. Position will also supervise part-time staff assigned to the Western campus business office.

QUALIFICATIONS REQUIRED: Working knowledge of cashier functions. Working knowledge of accounting principles and practices. Working knowledge of automated cashiering and accounting systems. Working knowledge of customer service practices and principles. Demonstrated ability to perform accurate arithmetic calculations. Demonstrated ability to operate a personal computer using Microsoft Office software. Demonstrated ability to analyze fiscal transactions for conformity with procedures. Demonstrated ability to prepare routine financial reports. Demonstrated ability to work independently and to communicate effectively, orally and in writing, with a diverse population of customers. High school graduate or equivalent.

QUALIFICATIONS PREFERRED: High school graduate with additional training and/or coursework in cashiering, bookkeeping/accounting, or business applications is preferred. Current work experience in sales, business, financial, banking, or a similar environment. Supervisory experience. Current experience in a high volume customer service environment is also preferred.

PAY BAND RANGE: \$23,076-\$47,361

STARTING SALARY: Approximate starting salary, \$23,076 - \$29,475, based on related full-time experience and pre-employment salary.

APPLICATION DEADLINE: Applications will be accepted through 5:00 p.m., October 19, 2007.

APPLICATION PROCESS: A completed State application may be mailed to Human Resources, P. O. Box 85622, Richmond, VA 23285-5622, or hand-delivered to 1701 E. Parham Road, Room 317.