

# **BELHAVEN UNIVERSITY**

## **Business Office Accounting Clerk**

Belhaven University is an innovative and academically progressive institution built on the timeless principles of scholarship, service, and biblical truth. Since its founding, Belhaven University has sought to fulfill the mission expressed in its motto: "to serve, not to be served."

"Our Standard is Christ" is the identifier of Belhaven University because as an institution we are committed to honoring the Lord in all we do. Located in Jackson, Mississippi, we are one of America's most innovative and fastest growing private schools, serving nearly 3,500 undergraduate and graduate students. This includes the 940 traditional students in Jackson. Belhaven University was an early innovator in accelerated adult education, and have equally led the way among Christian schools in establishing robust online degree programs.

### **Description of Position**

The Accounting Clerk/Cashier is an important member of the Business Office team. The primary responsibility of this position is to ensure cash receipts are posted in a timely manner and financial transactions accumulated into our financial reporting system are timely, accurate and proper. This position will provide customer service to all students, faculty and staff by ensuring the cash area is fully operational during the established operating times. The successful candidate will have a positive attitude, be a fast learner, and a team player all in accordance with the Belhaven University's mission and standards. This position will also provide support to the financial reporting function of the Business Office by posting negotiable transactions in an accurate and timely manner.

### **Responsibilities**

- Receive all cash and check payments.
- Assist with daily reconciliation process of the bank activity and student payments processor.
- Analyze student accounts and assist students with questions regarding payments and payment plans.
- Contact students for collection of overdue accounts.
- Daily pick-up/drop-off of mail at the campus post office, which includes opening and routing to appropriate Business Office personnel.
- Maintain confidentiality of student and school financial information.
- Assist with special projects and perform other duties as may be assigned by the Controller.
- Maintain established office hours of 8am-5pm Monday through Friday.
- While performing the duties of this job, the employee is regularly required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee is frequently required to stand; walk; use hands to feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and move up to 35 pounds.

This announcement covers most of the significant duties performed by the position, but does not include other work, which may be similar, related to, or a logical assignment for the position.

### **Qualifications**

- The successful candidate must articulate a Christian worldview in one's area of service and must fully support the University Vision, Mission and Statement of Faith. <https://www.belhaven.edu/about/mission/>
- One to two years of work experience, preferably in an office and professional setting.
- Must possess basic math skills, be able to operate cash drawer, handle money, perform detailed work with numerical data and have a general knowledge of accounting transactions.
- Demonstrate professional work ethic and positive, problem-solving attitude during high volume.
- Proficient in Microsoft Office products such as Word, Excel, PowerPoint and Outlook.

- Ability to follow verbal and written communications and communicate effectively in a professional and courteous manner.
- Ability to work both independently and collaboratively.
- **Preferred:** Bachelor of Business Administration or other four-year finance, accounting or business degree.

## **Application Process**

To be considered for this position, a complete application packet must be received. Complete application packet will include the following:

- Letter of Intent; including explanation of how your prior experience fulfills above responsibilities and qualifications
- Resume
- Please prepare a brief account (no more than 750 words) of your spiritual pilgrimage including the time and circumstances surrounding your becoming a believer in Christ and your current relationship with Christ. Please click on this link [http://www.belhaven.edu/belhaven/employment\\_pdfs/LetterOfEmploymentCommitment.pdf](http://www.belhaven.edu/belhaven/employment_pdfs/LetterOfEmploymentCommitment.pdf) to review Belhaven University's Commitment Statement including our employee expectations. Should you receive a job offer you will be asked to sign accepting this commitment.

## **Send or email complete application packet to:**

Meredith White  
Assistant Vice President and Controller  
Email: [mwhite@belhaven.edu](mailto:mwhite@belhaven.edu)

Employment at Belhaven University is contingent upon the results of an independent background check.