

## POSITION INFORMATION

Position Title	Business Office Clerk-Accounts Payable
Number of Positions	1
Position Location	Main Campus - Decatur
FLSA Type	Non-Exempt
Number of Months	12
Position Classification	Support Staff
Salary Range	Salary based on relevant experience and education.
Anticipated Date of Appointment	Monday, July 6, 2026

## FOR ADDITIONAL INFORMATION

Contact	Todd Blount
Contact Title	Business Office Accountant I
Address	East Central Community College, P.O. Box 129, Decatur, MS 39327
Phone	(601)635-6338
Email	tblount@eccc.edu

## POSITION SUMMARY INFORMATION

### Required Qualifications

Associate's degree and 3 years' experience.

### Preferred Qualifications

Bachelor's degree and 5 years' experience.

### General Statement of the Function

The Business Office Clerk – Accounts Payable reports to the Business Office Accountant I. The Business Office Clerk – Accounts Payable will be responsible for the processing of accounts payable and student refund checks as well as reconciliation and record keeping of fixed assets. The Business Office Clerk – Accounts Payable will serve students, faculty, and staff of the College and residents of the College's district.

### Duties and Responsibilities

1. Process accounts payable checks for all East Central Community College bank accounts;
2. Reconcile and process student payables for all bank accounts;
3. Verify that purchases comply with state purchasing laws;
4. Prepare bank deposits on a daily basis;
5. Review invoices, process, and distribute accounts payable checks for payroll related vendors;
6. Assist students, faculty, and staff at the customer service counter on a daily basis as backup for Business Office Clerk – Purchasing;
7. Answer telephone and direct calls to proper personnel as backup for Business Office Clerk –Purchasing; and
8. Perform special projects and other duties as assigned by the Business Office Accountant I and/or the Vice President for Business Operations.

## APPLICATION DETAILS

Application Deadline	Sunday, June 21, 2026		
Internal Applications	Friday, June 5, 2026	-	Sunday, June 21, 2026
External Applications	Friday, June 5, 2026	-	Sunday, June 21, 2026
Interviews Completed By	Friday, June 26, 2026		
Successful Candidate Notified By	Friday, June 26, 2026		

## WHERE TO APPLY

Complete your online employment application and upload all required applicant documents by clicking on this link.

<https://my.eccc.edu/ICS/Employment/>

## REQUIRED APPLICANT DOCUMENTS

Applicants must complete and submit the items listed below on or before the application deadline or they will not be screened/considered for an interview:

1. Cover letter addressing your qualifications for this specific position.
2. Completed ECCC employment application (online application).
3. Final transcript for highest degree earned. (Copies of transcripts are acceptable for the application process).
4. Personal resume`.

*NOTE: Applicants selected to be interviewed for faculty positions will be required to conduct a teaching demonstration.*

## THE COLLEGE

# POSITION ANNOUNCEMENT

POA#: 1247

In 1928, the Legislature of the State of Mississippi adopted the first basic laws for the organization and operation of the Mississippi public junior colleges. East Central Community College (ECCC) opened its doors to a freshman class of 20 students for the first regular session in September of 1928. In March of 1939, ECCC was first accredited by the Southern Association of Colleges and Schools (SACS). The college is currently accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate Degree. Individuals may contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of East Central Community College. Degrees or certificates are granted upon completion of program requirements. ECCC is also a member of the Mississippi Association of Community and Junior Colleges (MACJC) and the American Association of Community Colleges (AACC). Enrollment, including part-time students, exceeds 2,700 students each term. Evening courses and summer programs are offered throughout the five-county support district. The college also operates the Philadelphia-Neshoba County Career Technical Center located in Philadelphia, Mississippi. ECCC is supported by five counties located in east central Mississippi: Leake, Neshoba, Newton, Scott, and Winston.

## **EEO STATEMENT**

East Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or qualified disability in its educational programs and activities, employment practices, or admissions processes. The following offices have been designated to handle inquiries regarding the non-discrimination policies of East Central Community College:

Inquiries regarding compliance with Title VI and ADEA are coordinated by the Executive Vice President, Walter Arno Vincent Administration Building, Room 171, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6202, Fax: 601-635-4011, Email: [compliance@eccc.edu](mailto:compliance@eccc.edu).

Inquiries regarding compliance with Title IX and Section 504 are coordinated by the Dean of Student Services, Campus Police Building, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6267, Fax: 601-635-4067, Email: [compliance@eccc.edu](mailto:compliance@eccc.edu).

Inquiries regarding compliance with ADA are coordinated by the Director of Student Success, Mamie Ethel Burton Memorial Library, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6228, Fax: 601-635-2150, Email: [compliance@eccc.edu](mailto:compliance@eccc.edu).

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