

POSITION INFORMATION

Position Title	Business Office Clerk-Purchasing
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 1, 2019

FOR ADDITIONAL INFORMATION

Contact	Laura Thorne
Contact Title	Business Office Accountant I
Address	East Central Community College, P.O. Box 129, Decatur, MS 39327
Phone	(601)635-6331
Email	lthorne@eccc.edu

POSITION SUMMARY INFORMATION

Required Qualifications

- Minimum of an Associate's degree in a related field earned from a regionally accredited institution of higher education;
- Related work experience or education in Microsoft Office Applications and automated accounting software;
- Demonstrated ability to relate to people of various backgrounds with a professional appearance and positive attitude;
- Demonstrated effective oral communication, written communication, and customer service skills;
- Demonstrated excellent organizational and time management skills; and
- Demonstrated ability to multi-task and work with others as a team in an office environment.

Preferred Qualifications

- 4 years of work experience in a related field.

General Statement of the Function

The Business Office Clerk - Purchasing reports to the Business Office Accountant I. The Business Office Clerk - Purchasing will be responsible for all processing of purchase orders as well as performing cash collection duties. The Business Office Clerk - Purchasing will serve students, faculty, staff of the College, and the general public.

Duties and Responsibilities

1. Perform general office duties as assigned by the Business Office Accountant I;
2. Receive and enter purchase requisitions, determine account balance, and submit purchase orders for approval;
3. Create purchase orders from online requisitions, determine account balance, and submit purchase orders for approval;
4. Organize and maintain purchase order requisition files and purchase order copy files;
5. Assist Business Office Accountant I with purchase requisitions requiring two signed quotes or advertised bids as regulated by state purchasing laws;
6. Assist Business Office Accountant I in bidding process and maintain all bid files;
7. Close old and unused purchase orders in preparation for fiscal year end and as needed;
8. Receive and enter vendor W-9 forms;
9. Assist students, faculty, staff, and visitors at counter as the main cashier;
10. Answer student questions concerning all aspects of their account;
11. Prepare petty cash boxes as requested from various departments for campus events;
12. Coordinate with athletic department and other student groups disbursement of student meal funds as approved and requested;
13. Process receipt of monies received in the business office;
14. Prepare daily reconciliation of cash collected and receipts;
15. Order and maintain office supply inventory for the main campus;
16. Prepare and post journal entries to charge departments from supply requisitions;
17. Answer telephone and assist caller or direct calls to appropriate personnel;
18. Assist Business Office Accountant I with fixed asset reconciliation;
19. Coordinate with physical plant staff record keeping of inventory on a monthly basis;
20. Prepare and post journal entries to charge departments postage and telephone usage on a monthly basis;
21. Prepare and post petty cash tickets to proper departments on a weekly basis;
22. Assist Business Office Accountant I with fiscal and calendar year close as needed;
23. Order and maintain office supplies as needed;
24. Organize and maintain the front/side counters and shelves into a clean and orderly work area;
25. Perform other duties or special projects as assigned by Business Office Accountant I.

APPLICATION DETAILS

Application Deadline	Tuesday, June 4, 2019	
Internal Applications	Wednesday, May 15, 2019	- Tuesday, May 21, 2019
External Applications	Wednesday, May 22, 2019	- Tuesday, June 4, 2019
Interviews Completed By	Thursday, June 13, 2019	
Successful Candidate Notified By	Monday, June 17, 2019	

WHERE TO APPLY

Submit all required applicant documents by mail/email to:
 Julie Rowzee, Director of Human Resources
 P. O. Box 129
 Decatur, MS 39327
jrowzee@eccc.edu

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 application form (Application form available for download at www.eccc.edu/employment).
 3. Up-to-date transcripts for all college work from each institution attended. (Copies of transcripts are acceptable for the application process).
 4. Personal resume`.
 5. Three (3) letters of reference for this specific position signed by the reference. Letters with electronic signatures must be emailed directly from the reference to jrowzee@eccc.edu.

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

THE COLLEGE

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 persons have been designated to handle inquiries regarding the non-discrimination policies of East Central Community College: Inquiries regarding compliance with Title VI, ADEA, and Title IX are coordinated by Dr. Teresa Houston, Vice President for Instruction, Walter Arno Vincent Administration Building, Room 171, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6202, Fax: 601-635-4011, thouston@eccc.edu. Inquiries regarding compliance with Section 504 and ADA are coordinated by Dr. Randall Lee, Vice President of Student Services, Eddie M. Smith Student Union, Room 201, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6375, Fax: 601-635-3247, rllee@eccc.edu.

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