



Assistant I

Payson, Arizona

College and Area Information:

Eastern Arizona College and Gila County Provisional Community College District have partnered to provide higher education services in Gila County at the Gila Pueblo Campus in Globe, Payson Campus, and other sites. As the educational service provider, Eastern Arizona College's offerings within Gila County are fully accredited community college programs. Eastern Arizona College is the oldest member of the Arizona Community College system and is fully accredited by The Higher Learning Commission.

Position Summary and Organizational Relationship:

The Assistant I reports to the Associate Director of the Payson campus. Funding for this position is contingent upon continuation of the external contract between the Gila County Provisional Community College District and Graham County Community College District.

Required Qualifications:

An equivalent combination of education, training, and experience will be considered.

- Experience in accounts receivable, accounts payable, and cashiering functions.
- Excellent customer relations demeanor and skills.
- Ability to use Windows electronic communication and information tools and Microsoft Office products.
- Ability to communicate effectively in both oral and written form with a diverse internal and external audience.
- Detail oriented with good typing/data entry/10 key skills.
- Ability to maintain confidentiality of information.

Preferred Qualifications:

- Understanding of basic accounting, fiscal responsibilities, and fiscal security processes.
- Associate's Degree or higher.
- Ability to perform quickly and accurately under pressure.
- Self-motivated individual who works well under moderate supervision and with close co-worker relationships.

Essential Functions:

- Answer phones, greet general public, and provide information to students and customers as needed.
- Process accounts payables, accounts receivables, and time sheets in compliance with policy.
- Collect student fees and prepare and make daily deposits.
- Prepare various invoices and documents for agencies under contract with the College.
- Perform routine purchasing and receiving functions.
- Maintain accounting files alphabetically, numerically, and chronologically.
- Check documents for accuracy, review edits, and prepare audit reports as required.
- Maintain confidentiality and security of data/information of all aspects of the position.
- Develop and maintain knowledge of college operations, policies and procedures, and assist in the compliance and completion of college administration processes.
- Fulfill assignments during non-traditional days or hours as required on an intermittent basis.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities:

May be representative, but not all-inclusive, of those knowledge, skills, and abilities commonly associated with the job.

- Proficient in Microsoft Office programs and other general office equipment.
- Organized thinker with exceptional attention to detail.
- Excellent communication skills, both verbally and in writing.
- Ability to effectively organize and prioritize work as well as concentrate on multiple tasks simultaneously.
- Ability to follow and explain established processes.
- Ability to work effectively in a busy environment.
- Ability to work well in a team environment.

Physical Abilities:

Activities commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Required to use close vision and be able to focus.
- Regularly required to talk and hear; frequently required to sit, stand and bend at the knee and waist, and walk.
- Must be able to have repetitive wrist, hand and/or finger movement to type and work on computer.
- Must have finger dexterity and hand-eye coordination to work on computer, telephone, and related office equipment.
- Regular attendance is a necessary and essential function.

Working Environment:

Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- General office conditions.
- Exposed to moderate noise levels.

Application Information:

Applicants should send a resume, a letter of application addressing each of the required and preferred qualifications and describing experience related to the position responsibilities, transcripts (if copies are sent, official transcripts must be on file prior to the date of hire) a minimum of three professional letters of recommendation and a signed copy of the EAC application form available on EAC's website ([EAC Application Form](#)) to careers@eac.edu or can be mailed to the address listed below:

Eastern Arizona College
Human Resources – AP 243
615 N. Stadium Avenue
Thatcher, AZ 85552-0769

The submission of all required application materials for the screening committee's review is the responsibility of the applicant. Applicants must be prepared to interview at their own expense.

Closing Date:

The position closes on Friday June 23rd at 5pm. Review of applications will begin immediately and continue until the successful candidate is identified.

Compensation and Position Availability:

The initial position compensation is \$16.40 per hour (\$34,105 annualized) a cash flex benefit. The position also includes excellent employee benefits.

Questions:

Human Resources Department

Voice: (928) 428-8915

FAX: (928) 428-2578

E-mail: Careers@eac.edu

EASTERN ARIZONA COLLEGE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Eastern Arizona College is in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Rehabilitation Act of 1973, and does not discriminate on the basis of race, creed, color, national origin, disability, age, or sex in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, educational services, programs and activities. Eastern Arizona College complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S. Code § 1092(f) and the Higher Education Opportunity Act of 2008, by distributing an Annual Security and Fire Safety Report. The report is intended to inform the campus community of campus safety information, Clery Act crime statistics, on-campus housing fire data and statistics, and policies and procedures relating to sexual violence, emergency response, and other safety factors. A copy of EAC's Annual Security and Fire Safety Report can be found at http://www.eac.edu/About_EAC/Consumer_Information/report.pdf. Additional copies are available at the Alumni Library (Thatcher Campus), the Learning Resource Center (Payson Campus), and the library (Gila Pueblo Campus). A paper copy of the report will be provided upon request at EAC's District Office, located at 615 N. Stadium Avenue, Thatcher, AZ.

A daily crime log listing all criminal and alleged criminal incidents reported to campus police/security is available on-site, during normal business hours, at each of the campuses: EAC Police Department, located at 620 N. College Avenue, Thatcher, AZ (Thatcher Campus); Gila Pueblo Campus Administration Office, located at 8274 Six Shooter Canyon Road, Globe, AZ (Gila Pueblo Campus); and Payson Campus Administration Office, located at 201 N. Mud Springs Rd., Payson, AZ (Payson Campus).

A fire log containing all reported fires that occurred at any of EAC's on-campus student housing facilities is available during normal business hours at the Housing Office, located at 900 N. College Avenue, Thatcher, AZ.