



## **Principal Account Clerk**

SUNY FMCC has an immediate opening for a full-time position on our Student Financial Services Team. We are seeking an individual with a keen attention to detail, prior experience with billing and collections and exceptional customer service skills.

***Work hours are 9am to 5pm Monday – Thursday and 8am to 4pm Friday***

***Excellent health insurance, benefits, and generous paid time off***

***Salary: \$39,371***

### **Key Responsibilities:**

- Process and manage student accounts, ensuring timely and accurate invoicing.
- Maintain accurate financial records and ensure compliance with established accounting procedures.
- Provide outstanding customer service by assisting students, faculty, and staff with account-related inquiries.
- Handle sensitive and confidential financial information with professionalism and discretion.

### **Minimum qualifications:**

- Associate's Degree in Accounting or closely related field with two year's of relevant experience; High School Diploma/GED with four year's of relevant experience; or six year's of relevant experience as described above.
- Working knowledge of basic accounting principles.
- Prior customer service experience is preferred.
- Strong organizational skills with attention to detail and the ability to work well with others.

***This is a provisional civil service position that may lead to a permanent appointment. Candidates must take the Principal Account Clerk Civil Service exam (when available) and be reachable on the competitive list. All applicants must be residents of Fulton or Montgomery County.***

### **To Apply:**

Please submit your resume and a cover letter detailing your relevant experience to [paclerk@fmcc.edu](mailto:paclerk@fmcc.edu).

***FMCC is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran or disability status. The Civil Rights Compliance Coordinators have been designated to handle inquiries regarding non-discrimination policies and can be contacted at: Human Resources Administrator, 2805 State Hwy 67, Johnstown N.Y. 12095 Tel: 518-736-3622 Ext. 8403.***