



Principal Account Clerk – Bursar

Fulton-Montgomery Community College has an immediate opening for a full-time position in the Bursar's Office. These are Civil Service positions (Principal Account Clerk). We are seeking an individual who have a keen attention to detail, prior experience with billing and collections and exceptional customer service skills.

Hours are Monday–Thursday, 9:00 AM – 5:00 PM, Friday 8:00AM-4:00PM

Excellent health insurance, benefits, and generous paid time off

Salary: \$41,158

Key responsibilities: supporting financial operations related to student accounts by processing payments, managing student billing and refunds, responding to inquiries from students and staff about financial matters, maintaining accurate student financial records, assisting with cashiering, and providing administrative support for financial policies and procedures.

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. Also a permanent resident of Fulton or Montgomery counties.

This is a provisional civil service position that is part of the HELP program and will require further action to become permanent. All applicants must be residents of Fulton or Montgomery County. Please send a cover letter describing your experiences that pertain to this position and resume to 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, 2805 State Hwy 67, Johnstown N.Y. 12095 Tel: 518-736-3622 Ext. 8403.