



Bluefield State University

Job Vacancy Announcement

Business Clerk

POSITION TITLE: Business Clerk

JVA #: 2025-08

DEPARTMENT: Business Office

POSITION SUMMARY: This position provides professional customer service to students, families, sponsors, and university departments in person, by telephone, and by email concerning student and university accounts including billing outside scholarships, financial aid, outstanding and credit balances, payment, and budget tuition plans. This position requires knowledge of policies and procedures across the Bursar's Office and understanding of key student areas such as financial aid, registration, housing, dining, bookstore, and veteran's services. The business clerk ensures compliance with federal regulations related to the privacy and confidentiality of student and other customer information.

CORE RESPONSIBILITIES:

- Provide customer service to students and staff.
- Posts student payments made in person or online daily, by recording cash, check and credit card transactions.
- Researches and resolves student account discrepancies.
- Apply all outside scholarships to student accounts.
- Prepare and apply WV Rehab to student accounts.
- Monitors payment agreements to ensure payments are made in a timely manner. Follow up on delinquent payment plans.
- Maintains student records regarding payments and account status.
- Obtains information from other departments to ensure records are accurate and complete and that the accounts receivable ledgers and journals are up-to-date.
- Performs administrative and clerical tasks, such as data entry, preparing invoices, sending bill reminders, filling paperwork, and contacting clients to discuss their accounts.
- Count the cash register drawer at the closing of business to ensure the cash drawer balances to daily transactions.
- Prepare bank deposits for the bookstore.
- Generate reports and statements for internal use.

- Engage in ongoing educational opportunities to keep current job knowledge.

MINIMUM REQUIRED QUALIFICATIONS:

- High School Diploma
- At least 3 months of customer service experience in a business-related environment.
- Computer Skills, working knowledge in Microsoft Office, Word and Excel.
- Math Skills and the ability to maintain detailed and accurate records in a timely manner, knowledge of state and institutional policies and procedures relating to the accounting process, and excellent customer service skills.

POSITION CLASSIFICATION/ COMPENSATION: This position is Nonclassified, Full-time 1.0 FTE, carries a Non-Exempt status under the Fair Labor Standards Act, and serves at the will and pleasure of the President. Salary will be commensurate with qualifications and experience. Position is dependent upon available funding.

THE UNIVERSITY: The mission of Bluefield State University is to provide students with an affordable, accessible opportunity for public higher education. Bluefield State University, a historically black institution, prepares students for diverse professions, graduate study, informed citizenship, community involvement, and public service in an ever-changing global society. BSU welcomes all qualified candidates to apply. More information about the University is available at: <https://bluefieldstate.edu/>.

APPLICATION PROCEDURE: Completed applications are to be submitted in electronic format only to humanresources@bluefieldstate.edu and must include:

1. Letter of interest specific to the position;
2. A completed BSU Employment Application (form available at <https://bluefieldstate.edu/resources/human-resources/jobs>);
3. Resume/CV;
4. Contact information for at least three professional references; and
5. Transcripts (unofficial transcripts are acceptable for the application process; official transcript verification will be required of the selected candidate).

Please **do not** include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents. **Also, Bluefield State University does not provide H1B visa or employment sponsorship.**

DATE POSTED: February 24, 2025

CLOSING DATE: For full consideration, applications must be received by 4:00 pm EST, March 10, 2025. Review of applications will begin immediately. Applications will be accepted until the position is filled; however, applications received after the deadline may not receive full consideration.

Bluefield State University is an HBCU, AA/EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The university complies with all applicable federal and state laws designed to promote equal educational and employment opportunities. Bluefield State University does not provide an H1B visa or employment sponsorship.