



Position Title: Business Office Coordinator

Department: Business Office

Work type: Full Time, 1.0 FTE

FLSA: Exempt

Term of Employment: July 1 - June 30

Compensation Band: Grade 17

Annual Salary Range: \$51,388 - \$73,266

Initial Placement Salary: \$51,388 – \$57,837 based on qualifications, experience, and internal equity. Higher salaries by approval of the President only.

Organizational Relationship: Reports to the Chief Finance Officer

Location: Tillamook, OR

College and Area Information:

Tillamook Bay Community College is located 85 miles west of Portland on the beautiful North Oregon Coast in Tillamook, Oregon; the county seat of Tillamook County. The County has a population of 26,000 and TBCC serves nearly 2,000 students per year.

Tillamook, OR is the home of the famous Tillamook Creamery. Hiking, fishing, biking, and camping are a short car ride away. Tillamook County is nestled between the coast mountain range and the amazing Pacific Ocean, as well as many bays and rivers for fishing and water sports. The area is also home to several craft breweries. Tillamook has small town appeal with a friendly feel and is ready to be home to your next career and adventure.

Vision, Mission, and Values:

Vision: TBCC is the educational center of our community: responsive, innovative, empowering, and invested in the progress of all.

Mission: TBCC serves our diverse community equitably through educational excellence, community collaboration, and opportunities for lifelong learning.

Values: Tillamook Bay Community College values and promotes student success through academic excellence and resourceful teamwork in an environment that is personal and friendly.

Relationship-Oriented

Innovative

Student-Centered

Equitable

Scholarly Excellence

TBCC Equity Statement:

Tillamook Bay Community College is enriched by diversity. Each individual uniquely enhances and strengthens our learning environment.

TBCC strives for equity and inclusion; committed to hiring and retaining diverse and dedicated faculty and staff who lead the way in helping our students expand their knowledge and potential.

Business Office Coordinator:

The Business Office Coordinator position performs a broad scope of accounting functions including preparing journal entries, reconciling accounts, and processing payables for payment from purchase orders, invoices, vouchers, and contracts. The Business Office Coordinator position will also be responsible for reviewing and mailing 1098, reviewing W-9 information for vendors, reviewing and mailing annual 1099 reports. Under the supervision of the CFO, this position will assist with the new healthcare building billings and payments. Work is performed independently, and incumbents exercise considerable judgment, and respond to complex and technical.

Essential Job Functions:**Major Areas of Responsibility**

- I. Business Service Operations Accounts Receivable
- II. Bank Reconciliation
- III. Grant Admin Coordinator
- IV. Accounts Payable
- V. Training

Business Service Operations Accounts Receivable 35%

Responsible for all aspects of Accounts Receivable Including:

- Oversee all cash receipts and till management.
- Manage all aspects of student accounts.
- Administer financial aid processes, including maintaining records of third-party student sponsors and overseeing financial aid disbursements.
- Handle third-party billing and coordinate with external partners and agencies.
- Assist the CFO with billings and payments for the Healthcare Education Building.
- Manage business office holds, including contacting students and issuing timely and appropriate statements.
- Oversee collections, including reporting and account management.
- Verify and audit student account balances.
- Prepare, review, and submit 1098-T tax forms.
- Manage the opening and closing of academic terms.
- Participate in the fiscal year-end closing process for Accounts Receivable and Accounts Payable and compile necessary documentation for auditors.

Bank Reconciliation 20%

- Perform daily and monthly reconciliation of bank statements and tills.
- Track and record expenses and revenues in Jenzabar.
- Initiate direct deposit and positive pay transactions in the single-point internet banking system for accounts receivable refunds.

Grant Admin Coordinator 15%

- Maintain and organize contracts and related records.
- Review expenses and prepare invoices.

Accounts Payable

10%

- Assist with Accounts Payable activities and serve as a backup in the absence of the Accounts Payable Specialist.
- Verify all incoming invoices and confirm receipt of items.
- Process purchases for all departments when the Accounts Payable Specialist is unavailable.
- Generate checks, including miscellaneous payroll deduction checks.

Training

10%

- Mentor and train new and existing co-workers.
- Maintain and update the desk manual, ensuring both electronic and paper copies are accurate and up to date.

Other

10%

- Other duties assigned

Knowledge, Skills, and Abilities:

- Strong intermediate accounting skills.
- Exceptional analytical and organizational abilities.
- Detail-oriented with a process-driven approach.
- Proficient in database management and accounting software applications.
- Excellent written and verbal communication skills.
- Proven ability to work effectively with individuals from diverse backgrounds with sensitivity and professionalism.

Qualifications:

Minimum Qualifications

Associate degree in Business Administration, Accounting, or Finance and one year of experience in financial management

OR

A combination of education and experience which is equivalent to 3 years' experience in financial management.

Must pass a pre-employment criminal history background investigation and credit check.

Must be able to lift and carry 40 pounds.

Preferred Qualifications

- Prior experience in an educational institution.

Benefit Information:

TBCC provides excellent benefits, including medical, dental and vision insurance, as well as paid leave, long-term disability and accidental death insurance. Paid leave includes vacation, sick, holiday and personal leave. TBCC pays all contributions to Oregon PERS. Tuition waiver available for eligible employee, spouse, or dependents. Optional benefits include flexible spending, health spending, additional life insurance and other supplemental insurances as well as 403(b) retirement accounts.

Equal Opportunity Employer:

Tillamook Bay Community College does not discriminate on the basis of race, color, national origin, disability, sex, age, religion, height/weight ratio, marital status,

gender, gender identity, sexual orientation, organizational affiliation, political affiliation or protected veterans with regard to employment, admissions, access to education programs or activities as set forth in compliance with federal and state statutes and regulations. Persons having questions about non-discrimination should contact Human Resources, 4301 Third Street, Tillamook, Oregon, Phone (503) 842-8222 ext. 1021.

Application Information:

To apply go to <https://tillamookbaycc.edu/about-tbcc/jobs/> and click on the application link. Required application materials include a cover letter, resume, and college application. The submission of all required application materials is the responsibility of the applicant. Email application materials to hr@tillamookbaycc.edu.
Position Open Until Filled.