Staff Accountant

Gogebic Community College seek candidates for a full-time Staff Accountant at our Ironwood, Michigan campus. The College offers a generous salary and benefits package. This position is responsible for the full range of bursarial responsibilities including but not limited to student billing, collections, student tax reporting, college staff and faculty insurance and reporting, loan posting and refunds, third party billing, reconciliation of faculty and staff travel advances, knowledge of all forms and procedures, and all entries related to accounts receivable. This position reports to the Vice President of Business Services and assists with scheduling and answering office calls. It is important that there is recognition, acceptance, and adherence to the community college mission and philosophy from our candidate. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

Essential Duties and Responsibilities:

- Facilitates face-to-face and online student payments.
- Performs student and third-party billing procedures and prepares journal entries on a monthly basis.
- Administers petty cash funds petty for the Business Office and manages two additional office petty cash funds.
- Provides support for insurance vendor to maintain up to date coverage on health, dental, vision, life, property, vehicle, liability, and other policies.
- Facilitates all insurance, health savings accounts, and cobra insurance paperwork.
- Facilitates all collection activities (student tuition, housing, travel advances, all third party).
- Manages merchant services for online transactions.
- Performs all duties to initiate, collect, and maintain student payment plans.
- Ensures timely processing of administrative and student reports.
- All student refund activities and end of year 1098-T forms.
- Other duties as assigned.

Knowledge of:

- Accounting principles and in-depth knowledge of accounting practices related to accounts receivable, billing procedures, and general ledger activity.
- Microsoft Office with concentration on Excel and Word.

Education and Experience Required:

- Bachelor’s Degree in Accounting or related field and 2-3 years of experience in accounting.
- Associate’s Degree with 5-10 years of direct accounting experience.

Experience Preferred:

- In accounts receivable.
- Providing customer service directly to end-users both physically present and remotely.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable
accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use a computer; reach with hands and arms; and talk or hear. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds frequently. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate.

Don’t just work here... Live here.

About Our College:
Gogebic Community College is more than a place to work. It’s a place to be. As an Aspen Award finalist and the premier provider of quality two-year education in Michigan’s Upper Peninsula, Gogebic employs a community college approach in delivering university-level quality. Gogebic supports more than 1,000 students with small class sizes and an outcome-focused philosophy. Gogebic Community College’s “Go BOLD” motto prescribes a dynamic environment in which students and employees alike are supported as they do great work, live adventurous lives, and build extraordinary futures.

About Our Region:
A few miles north of ordinary lies the Upper Peninsula’s Gogebic region. Amid nearly a million acres of natural beauty in the Ottawa National Forest, Gogebic is a wonderland for work and a paradise for play. Our dazzling region, known for world-class fishing, hiking, skiing, biking, snowmobiling and outdoor adventuring, represents one of Michigan’s last unspoiled gems.

A Bold Place to Work...
Gogebic is more than a community college… It’s a college community—known for supportive leadership and dynamic, down-to-earth employees. A community institution at the heart of our region’s workforce, the College and its graduates uplift not only local economies, but those throughout Michigan, and beyond. Combining high standards with a “serving the top 100%” approach, Gogebic Community College is a place to make a stand for your career…and make a difference in the lives of students.
**A Bold Place to Ski…**
Gogebic Community College is the only college in the United States hosting an on-campus ski resort. Home to GCC’s nationally renowned Ski Area Management program, the Mt. Zion Recreational Complex is a professionally managed and maintained public ski facility featuring a state-of-the-art lift and 300 feet of vertical.

**A Bold Place to Be…**
The Gogebic region provides a stunning, million-acre backdrop on which to explore adventure, connect with nature, and discover yourself. Located four hours from the Twin Cities and six hours from Chicago, Gogebic residents get the best of both worlds: small-town connectedness, with access to big-city culture. Local hiking, biking, skiing, and snowboarding trails include the North Country Trail and the famed 1,200-mile Iron Belle Trail, as well as routes traversing Black River Harbor, the Porcupine Mountains, Sylvania wilderness, and the Ottawa National Forest. With a persistent economy driven by a mix of construction, manufacturing, tourism, transportation, and retail, the region boasts a stable workforce, with skilled positions paying living wages.

**Gogebic’s Mission**
Gogebic Community College is a learning community that contributes to academic, cultural, economic, and social success for our students and region.

**Application Process**
Review of applications will begin immediately and continue until the position is filled.

**Interested individuals should submit a portfolio containing all the following in one email or mailed envelope:**

- a letter of interest
- a detailed resume
- three references with current contact information

GCC Application for Employment
unofficial transcripts (official transcripts are required before employment)
other relevant material to:

Director of Human Resources, Ashley Paquette  
Gogebic Community College  
E4946 Jackson Road  
Ironwood, MI 49938  
(906) 932-4231 ext. 324  
ashleyp@gogebic.edu

*Gogebic Community College is an equal opportunity educator and employer.*