



## **VACANCY NOTIFICATION**

**Posting Date: July 16, 2018**

### **Part-Time Accounts Payable Clerk**

Hudson County Community College is an award-winning, comprehensive urban college located just across the Hudson River from Manhattan in Jersey City and Union City, NJ. Fully accredited by Middle States Commission on Higher Education, the College offers courses and classes in a wide variety of disciplines to the people and businesses of Hudson County, one of the most historic and ethnically diverse areas of the United States. The College was recognized with the 2012 Association of Community College Trustees (ACCT) Northeast Regional Equity Award, was one of just five finalists in the U.S. for the American Association of Community Colleges' (AACC) Student Success Award, and was presented with the New Jersey Business & Industry Association's Good Neighbor Awards in 2009 for the Culinary Arts Conference Center and in 2012 for the North Hudson Campus Project, and in 2015 for the Library Building.

The College is searching for a Part-Time Accounts Payable Clerk. Reporting to the Accounts Payable Officer; the Accounts Payable Clerk will assist the AP Officer and Controller in the overall operation of the Accounts Payable function, including preparing documents, processing, and issuing payments to vendors. Reconciling employee expense reports. Responsibilities also include maintaining accurate and complete accounting records. Will perform other related duties as assigned.

**Required:** High School diploma or equivalent required with a minimum of 3-5 years of experience in an accounting, clerical, and/or accounts payable capacity. **Preferred:** Ellucian/Colleague or similar large system experience. College level courses in Accounting (or a degree) a plus.

**To Apply:** Send letter of application, resume, salary requirements and names/contact information of three professional references.

Hudson County Community  
College  
AP Department;  
26 Journal Square  
Jersey City, NJ 07306  
Email: [gsmith@hccc.edu](mailto:gsmith@hccc.edu)

For additional information and employment opportunities at HCCC, please  
visit:  
[www.njherc.org](http://www.njherc.org), [www.HigherEdJobs.com](http://www.HigherEdJobs.com) and [www.latinosinhighered.com](http://www.latinosinhighered.com)

*As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.*

HCCC IS AN EEO/AA EMPLOYER