

TREASURE VALLEY COMMUNITY COLLEGE

TVCC is a comprehensive community college dedicated to promoting student success.

RECRUITMENT ANNOUNCEMENT ACCOUNTING CLERK

PAY - \$20.00 per hour

JOB TYPE – Part-time (see below)

DEADLINE – Open Until Filled

LOCATION - Ontario, Oregon

DEPARTMENT – Business Office

REPORTS TO – Controller

Come work for us! Working for TVCC comes with many exciting benefits. With 11 annual paid holidays, Friday's off in the summer, Christmas break for all employees, generous vacation and sick leave along with a great selection of medical, dental and vision plans to choose from (for eligible employees and their dependents), retirement benefit (for eligible employees) and much more, choosing to work for TVCC will be a great step in your career. We invite you to apply and experience the benefits of a thriving community college that values each employees' contributions to its success!

A little about us... TVCC welcomes you to Ontario - where Oregon begins! TVCC was founded in 1962 and is located on a 90-acre campus near the center of Ontario, Oregon. TVCC currently employs around 150 full-time faculty and staff. TVCC's campuses and centers extend to several locations throughout Oregon and Idaho: Caldwell (Idaho), Burns (Oregon), Snake River Correctional Institution, Warner Creek Correctional Facility, Eastern Oregon Correctional Institute, Powder River Correctional Facility, and Two Rivers Correctional Institution. Ontario is an agriculturally based city of over 11,000 people, with a service area population of over 60,000. Ontario is situated in the Treasure Valley and located about 60 miles west of Boise, Idaho. The Treasure Valley offers many outdoor opportunities for the entire family, including fishing, boating, hunting, camping, skiing and sightseeing.

POSITION SUMMARY: Provides clerical and transactional accounting support to the Controller and Assistant Controller. Ensures accurate, timely processing of Business Office functions and exceptional service to students, employees, vendors, and the public, thereby supporting TVCC's mission of promoting student success.

QUALIFICATIONS

Mandatory:

- Associate's degree in Business, Accounting, or related field.

- Demonstrated proficiency with Microsoft Office Suite (Excel, Word, Outlook), 10-key data entry, and common office equipment.
- Strong attention to detail, numerical accuracy, and time-management skills.
- Effective written and verbal communication skills with diverse populations.
- Exceptional organization and time management skills.
- Ability to work independently.

Preferred:

- Associate of Applied Science (AAS) in Accounting.
- Experience in higher-education or governmental accounting environments.
- Familiarity with Jenzabar J1 or comparable ERP/financial systems.

ESSENTIAL FUNCTIONS

- Perform data entry and processing for accounts payable, accounts receivable, purchase orders, journal entries, and other transactional activities as assigned.
- Prepare, reconcile, and maintain College purchasing card system.
- Respond to internal and external inquiries, delivering courteous and effective customer service.
- Assist with cash receipting, petty-cash counts, and preparation of bank deposits as needed.
- Maintain organized electronic and physical filing systems to ensure complete and accessible financial records.
- Provide general clerical support—including copying, scanning, mail distribution, and minute-taking—for the Business Office team.
- Preserve the confidentiality of sensitive information and comply with college policies, procedures, and applicable regulations.
- Perform other accounting or clerical duties as operations evolve and priorities change.

TERMS OF EMPLOYMENT

This is a part-time (20-29 hours per week), Classified, hourly (non-exempt) position.

BENEFITS

Benefits include paid holidays, Oregon retirement plan (when eligible), vacation earned at a rate of 3.34 hours per month and sick leave earned at a rate of 4 hours per month.

APPLICATION PROCEDURE

A complete application file consists of the following:

- A letter of interest stating how you are qualified to perform the duties of the position
- A resume
- College transcripts, if any (copies are acceptable at this time)
- A TVCC application for employment. A pdf fillable application may be downloaded at www.tvcc.cc/hr/jobs.cfm
- If applicable, a completed DD Form 214 in order to establish veteran preference per OAR 839-006-0445 and OAR 839-006-0450(3)

APPLICATION SUBMISSION: All application materials should be submitted or mailed to: HR@tvcc.cc or Human Resources, Treasure Valley Community College, 650 College Boulevard, Ontario, OR 97914.

NOTE: If you are unable to supply any requested application information by the deadline, please notify the HR office, otherwise your application may be deemed incomplete and will not be considered further. Materials submitted with the application become the property of TVCC and will be retained in accordance with employment procedures.

The College reserves the right to reject all applicants and ask for a re-opening of the position or make a direct appointment.

**TREASURE VALLEY COMMUNITY COLLEGE IS AN
EQUAL OPPORTUNITY EDUCATOR AND EMPLOYER**

It is the policy of the Treasure Valley Community College Board of Education and the College that there will be no discrimination or harassment on the basis of race, color, sex, marital status, sexual orientation, gender identity, religion, national origin, age or disability in any educational programs, activities or employment. Lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Persons having questions about equal opportunity and non-discrimination should contact the Human Resources Director located in the Performing Arts Center on the south side of the Four Rivers Cultural Center building, or call (541) 881-5838 or TDD (541) 881-2723.

Es la póliza de la Junta de Educación de "Treasure Valley Community College" que no habrá tolerancia a la discriminación ni acoso por motivos de raza, color de piel, género, estado civil, orientación sexual, identidad de género, religión, nacionalidad, edad o discapacidad en cualquier actividad relacionada al estudio, o empleo. La falta de habilidades en el idioma inglés no será barrera para la admisión y ser participe en programas de carreras técnicas y profesional. Individuos que tengan preguntas sobre oportunidades y no discriminación deben ponerse en contacto con el Director de Recursos Humanos ubicados en el "Performing Arts Center" en el lado sur del edificio "Four Rivers Cultural Center". Teléfono (541) 881-5838 o TDD (541) 881-2723.