



VACANCY POSTING NOTICE – October 31, 2025

Title: Financial Assistant III
Salary Range: \$16.08 - \$19.50 hourly rate
Contract Term Length: 12 Months
Standard Hours: 24.0 – Part-time
Work Location: On-Site
FLSA Status: Non-Exempt
College: Henderson Community College
Department: Business Office

Job Summary

The Financial Assistant maintains financial records, which may include student financials, monitors purchasing card transactions, provides administrative processing support, and provides customer service for staff and customers in HCC Business Office.

Job Duties:

- Auditing, answering account questions, and taking payments for student accounts
 - Answering phones, responding to business office general emails, responding to Blackboard tickets, and administering the HCC texting service, called Signal Vine
 - Accepting payments for Accounts Receivable and some purchasing duties
 - Processing Daily reports
 - Mail Services for HCC
 - Processing of outstanding invoices for customers and students
 - General office support
 - Scheduling of HCC vehicle servicing
 - Administering key requests by HCC personnel
 - Administration of the annual HCC Assets inventory
 - Other duties as assigned by the supervisor.
-

Minimum Qualifications:

- Associate degree or equivalent experience - two to three years of related work experience.
 - Able to work independently and in a team environment.
 - Professional, Dependable, Self-Starter, and Positive, to promote and support the workplace culture at HCC.
-

Preferred Qualifications:

- * Customer Service experience
 - * Attention to detail
 - * Organized
-

Application Deadline: Open Until Filled; we will begin reviewing applicants on November 7, 2025.

Employee Rights - Employee Polygraph Protection Act

Equal Opportunity Employer - The Kentucky Community and Technical College System is an equal educational and employment opportunity institution.
