

# Cisco College

## Job Description

**Job Title:** Business Services Bookkeeper (Abilene)  
**Job Classification:** Classified - C  
**Last Updated:** August 22, 2024

### **Job Summary**

The Business Services Bookkeeper is primarily responsible for the billing and collection of student accounts associated with various third party entities at the Abilene Campus. This is a demanding function that requires clear focus as well as communication and cooperation with other College offices and the third party entities. Additionally, the person in this position must provide support to the Business Office Specialist full time personnel. Schedule flexibility will be expected occasionally of this position to provide as needed support. Candidate will demonstrate a willingness to support the comprehensive role of the community college as described in the College's statement of mission and goals.

The Business Services Bookkeeper is a