Fulton-Montgomery Community College has an immediate opening for a full-time position in our Financial Aid Office. This is a Civil Service position (Principal Account Clerk). Main responsibilities of this position include providing clerical support to the Financial Aid office and working directly with the public and student population. We are seeking an individual who is organized, has a keen attention to detail, and exceptional customer service skills.

Work hours are 9am to 5pm Monday – Thursday and Friday 8 am – 4pm.
Excellent health insurance, benefits, and generous paid time off.
Salary: $37,842

Minimum qualifications include:

- Associate degree in Accounting or closely related field with two years of relevant experience; High School Diploma/GED with four years of relevant experience; or six years of relevant experience as described above.
- Working knowledge of basic accounting principles is required.
- Prior customer service experience is preferred.
- Ability to manage sensitive and confidential matters professionally with discretion and tact.
- Must be an organized, detail-oriented professional with good interpersonal skills.

*This is a provisional civil service position that will lead to a permanent appointment, but candidates are required to take the Principal Account Clerk Civil Service test (when it comes available) and be reachable on the competitive exam.* All applicants must be residents of Fulton or Montgomery County. Please send a cover letter describing your experiences that pertain to this position and resume to paclerk@fmcc.edu.

*FMCC is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran or disability status. The Civil Rights Compliance Coordinators have been designated to handle inquiries regarding non-discrimination policies and can be contacted at: Human Resources Administrator, 2805 State Hwy 67, Johnstown N.Y. 12095 Tel: 518-736-3622 Ext. 8403.*