



**Lincoln Land  
Community College**

## **Staff Vacancy Announcement**

Human Resources 217-786-2752 [www.llcc.edu/hr](http://www.llcc.edu/hr)

# **Accounts Receivable/Collection Specialist**

Join our awesome finance team as an Accounts Receivable/Collection Specialist and enjoy paid Fridays off in the summer! This position will help maintain the fiscal health of the college and maintain the systems of payment for students. This is a unique position that balances serving students and protecting the college's fiscal health by ensuring payments are made for services rendered in a way that is equitable and empathetic towards students.

**As a staff member at LLCC, you can look forward to 23 paid holidays a year, including 2 weeks at the end of the calendar year and one week in March for mid-semester break; 12 Fridays off in the summer; and 2 personal days, 15 sick days, and starting with 10 vacation days per year. LLCC staff, their spouse and qualified dependent children are eligible to use the tuition waiver on credited courses. LLCC is a positive, team-oriented environment supportive of staff development. You can view all benefits on our website. Come join our team and experience success at LLCC!**

Starting salary is likely to be between \$43,791 and \$50,192 per year with an excellent benefits package. The person hired into this position will be placed within this range based on education, training, experience, and skills.

**This position will be open until filled; however, applications must be received on or before July 7, 2024,** to be considered during the initial review window. Interviews for this position are anticipated to begin mid July with an anticipated start date mid August.

LLCC strives to create an inclusive workplace and environment for our students, faculty, and staff. We are seeking applicants from all backgrounds and experiences to ensure we create a diverse workforce and learning environment.



*Lincoln Land Community College does not discriminate against any student, employee, prospective employee or any other person on the basis of their actual or perceived race, color, religion, sex, sexual orientation, gender, gender identity, national origin, ancestry, age, marital status, physical or mental disability, military status, political affiliation, or any other protected status in its programs and activities. More information may be found at [www.llcc.edu/equal-opportunity](http://www.llcc.edu/equal-opportunity). Inquiries may be directed to the Equal Opportunity Compliance Officer at [EOCO@llcc.edu](mailto:EOCO@llcc.edu).*

**Lincoln Land Community College is a drug-free workplace.**