
TITLE: ACCOUNTS RECEIVABLE SPECIALIST

BASIC FUNCTION AND RESPONSIBILITY: A primary responsibility of all persons assigned to this job title is to support the instructional mission of the institution and to promote positive student and customer relations. Perform accounts receivable functions for the institution.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES: The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, knowledge, skills, abilities noted herein, however, this list represents **EXAMPLES ONLY**, and is not a comprehensive listing of all functions and tasks performed by positions found in this job classification.

Serve as a point of contact to schools, companies, agencies, students, and internal departments regarding accounts receivable responsibilities, including billing questions, invoicing processes, and other inquiries.

Analyze request for invoice forms and other payment authorizations for validity and accuracy. Assign correct hold codes on student accounts. Verify accuracy of invoice charges prior to sending to high schools, companies, and other agencies.

Invoice high schools and other third parties for student tuition, fees and book charges, and process request for invoices received from other college departments. Prepare book vouchers for students authorized by dual enrolled and early college high schools and other companies or agencies.

Prepare and process journal entries; apply all electronic funds transfers (EFTs), automated clearing house payment (ACHs) or online credit card payments to invoices; follow up on past due invoices; work with other departments to ensure accurate student records; verify financial services information for printed schedule, order department supplies; maintain various online portals; and maintain, review, and recommend improvements to Accounts Receivable procedures.

REPORTS TO: FINANCIAL SERVICES MANAGER

SUPERVISION EXERCISED: None

SKILLS AND KNOWLEDGE: Skill in providing quality customer service
Skill in oral communications
Knowledge of basic bookkeeping principles
Knowledge of basic mathematics

ENTRY QUALIFICATIONS An associates degree in a related field and a minimum of two years of related experience.