POSITION DESCRIPTION

ACCOUNTS RECEIVABLE (AR) SPECIALIST

REPORTS TO: Vice President of Finance & Operations
Organizational Unit: Professional Staff
Salary range: Specialist, non-exempt, full time
Revision Date: May 2024

I.   Basic Purpose of Position

The Accounts Receivable Specialist is primarily responsible for maintaining accurate student accounts receivable, processing billings, assisting students with questions and payments, payment plans, collection efforts for bad debts and preparation of Business Office deposits.

II.   Essential Job Functions

A. Ability to perform clerical and assistant office duties as requested, which may include receiving incoming communications, answering and transferring phone calls, drafting letters, memos, invoices and report using word processing skills including the use of the number pad, filing, typing, and data entry.

B. Ability to provide good customer service in assisting students and employees at counter with taking payments, deposits, and calculate student charges.

C. Ability to open mail and receipt payments as needed

D. Ability to apply and file student CTE forms and third party payment verifications as needed

E. Ability to work with high school students on payment options for concurrent and dual credit enrollment.

F. Ability to run remote deposits

G. Ability to maintain and update Student Business Office holds and apply service fees

H. Ability to assist with miscellaneous copying, filing, scanning and typing for the Finance and Operations staff

I. Ability to invoice students at least three times per semester and print 1098t's

J. Ability to prepare the Business Office deposits and deliver to bank

K. Ability to put student information into book voucher software for Financial Aid as needed

L. Ability to process the payment plans

M. Ability to maintain the Kansas Set Off program and collection agency

N. Ability to run preliminary and actual student accounts receivable charges and check student accounts

O. Ability to make and correct journal entries on AR accounts as necessary

P. Ability to test charges in Jenzabar

Q. Ability to maintain regular and timely attendance

R. Ability to assist the Finance and Operations Vice President, Director of Human Resources, Payroll Benefits Coordinator, and Accounts Payable with other duties as assigned

S. Ability to keep information confidential

T. Ability to be trained on FERPA requirements

U. Ability to follow all LCC policy and procedures

III. Consulting Tasks

A. Financial Aid and/or Admissions staff to research student charges

B. Academic Affairs with Cardinal Jumpstart Coordinator

C. Business Office

IV. Supervises the Following Staff

None

V. Required Knowledge, Skills, and Personal Qualifications

A. Proficiency in computerized accounting applications and operation of personal computers

B. Ability to communicate effectively about technical accounting and financial matters to students, college employees, outside agencies and other interested parties

C. Ability to communicate tactfully with students and stakeholders

D. Ability to deal with difficult or disgruntled individuals

E. Minimum of two years' experience performing general office duties

F. Ability to prioritize and work independently

G. Ability to keep information confidential, as applicable

H. Knowledge of Microsoft Excel and Word Processing software

I. Ability to work as a team member

VI. Preferred Experience

At least one year experience in Accounts Receivable or other accounting functions

VII. Educational Background

A. Bachelors degree, preferred majoring in accounting or business management or equivalent work experience

B. Competency in the practical application of generally accepted principled of fundamentals of accounting for colleges and governmental entities

C. Knowledge of Kansas Statutes pertaining to the accounting and the internal controls required for Community Colleges

VIII. Working Conditions/Environment

A. General office conditions, no windows

B. Significant amount of computer work

C. Constant interruptions