



Accounts Receivable Specialist

The Accounts Receivable Specialist is primarily responsible for maintaining accurate student accounts receivable, processing billings, and assisting students with questions and payments. The candidate should possess proficient computer skills and an exceptional customer service approach.

Required Qualifications includes a Bachelors degree, or equivalent work experience. Proficient in computerized accounting applications, communicate effectively, two years of performing general office duties, work independently, prioritize, keep information confidential, and have knowledge of Microsoft Excel.

Preferred Qualifications include a Bachelors degree in Business majoring in accounting or business management, one-year experience in accounts receivable or other accounting functions. Knowledge of Kansas statutes and practical application of accounting and internal controls for community colleges.

Flexible work schedule with main working hours to be a 4-day work week Monday to Thursday. Excellent benefits such as vacation, sick leave, paid LCC tuition for employees and dependents, Kansas Public Employment Retirement System (KPERs), KPERs 457, 403B with matching plan, and the State Plan of Kansas insurances that includes medical, dental, and vision for employee and family. Supplemental insurances are also offered.

The salary range is based on education and experience to begin at \$34,000 annually. This is a full-time, non-exempt position. The position remains open until filled. Review of applications will begin June 17, 2024.

Send an LCC application found at www.labette.edu/hr, a letter of interest, resume, and unofficial transcript to the Director of Human Resources, Labette Community College, 200 S. 14th, Parsons, KS 67357, fax 620-421-0180, or email hr@labette.edu.

EOE

Labette Community College is committed to a policy of educational equity. Accordingly, the College admits students, grants financial aid and scholarships, and conducts all educational programs, activities, and employment practices without regard to an individual's race, color, religion, gender identity, sexual orientation, national origin, age, marital status, ancestry, genetic information, or disabilities as required by Titles VI, VII, IX, and section 504 of the Rehabilitation Act of 1973. Inquiries should be directed to: Director Human Resources, Labette Community College, 200 South 14th Street, Parsons, KS 67357. Telephone (620) 421-6700 extension 1234, e-mail hr@labette.edu