



Classification Description

Job Title: Accounts Receivable Specialist II

Pay Grade: 109

Job Code: 3726

FLSA Status: Exempt*

Job Purpose

This is responsible, paraprofessional accounting work in support of the student accounts receivable operations in the Bursar's Office.

General Responsibilities

Essential Functions

Oversees the activities associated with the Tuition Installment Plan (TIP) and Housing Installment Plan (HIP).

Prepares housing occupancy and collections report on a quarterly basis.

Responsible for assessing housing related charges, i.e. damage fees, lockout fees, adjustments, etc.

Assists with Housing move-in dates in accordance with weekend dates set in place by the Director of Lighthouse Commons.

Ensures dual enrollment invoicing is completed timely, adjustments are made, and payments posted.

Responsible for processing all student refunds through the BankMobile program. Researches and makes recommendations in the resolution of student issues including journal entries, managing returning of funds, etc.

Assists with processing Return of Title IV funds program.

Sends notices to student for escheated funds, and adheres to federal guidelines.

Assists with weekly maintenance of third party contracts and daily processes in the absence of the Assistant Bursar.

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Prepares journal vouchers for refunds sent to BankMobile and unclaimed funds received from BankMobile.

Assists in the annual preparation/distribution of the student 1098T tax forms.

Prepares routine and detailed departmental fiscal reports.

Researches assigned projects, analyzes results, and provides detailed reports of findings.

Represents the Bursar's office at a variety of meetings and events designed to educate students and parents. Works with other departments in coordinating activities to provide a positive student centered experience.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree from a regionally accredited institution of higher education.

One (1) year full time professional work experience in accounting. Appropriate combination of education and experience may be substituted.

Demonstrated experience using a personal computer, electronic mail and office software such as MS Office, to include demonstrated proficiency in word processing and spreadsheet applications.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.

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- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action, and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicate and collaborate with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills necessary.

*If salary does not meet the FLSA salary threshold of \$35,568 (eff. January 1, 2020) position is non-exempt.

Approved: June 26, 2017. Revised: March 3, 2020, and May 22, 2023. Revised: July 1, 2023.