Title: Accounts Receivable Specialist

Pay Scale Group: 62

Essential Function

Under general supervision from a designated administrator, receive money and reconcile and balance receipts and disbursements, process sponsored accounts and compile reports.

Characteristic Duties

1. Receive money for payment of fees and departmental deposits.
2. Total and certify income against receipts; prepare deposit for bank or finance department.
3. Reconciles and balance receipts and disbursements.
4. Process billed sponsor credit to students account. Reconcile accounts, create invoices and monitor accounts for payments received. Email and phone correspondence with sponsors.
5. Research routine information inquiries and provide answers or information. Assist staff, students and general vendors in response to requests and inquiries by phone, in-person, written requests.
6. Perform clerical duties related to cashier’s office (e.g., answer the telephone, maintain files, order supplies, compile reports.
7. Reconcile vault and change machine, maintain adequate supply of change in machine.
8. Perform related duties based on departmental need.

Minimum Qualifications

High school/GED diploma required; two years accounts receivable experience in a financial institution required; ability to work with decimals and fractions; knowledge of CRT keyboard and must be able to demonstrate use of a calculator.