Title: Sr. Accounts Receivable Specialist

Essential Function

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

Characteristic Duties

1. Receive money for payment of fees and departmental deposits.

2. Total and certifies income against receipts; prepare deposit for bank or finance department.

3. Reconcile 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 complex 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. Lead specialist who may open/close office and safe. May oversee assignments and assign work to others. Act as back-up for the supervisor.

8. Reconcile vault and change machine, maintain adequate supply of change in machine.


Minimum Qualifications

- An Associate’s degree in a related field or the equivalent combination of education and experience and three years related office/administration experience is required, to include computer knowledge and abilities.

Last updated: July 2008