The Accounts Receivable Specialist shall be appointed by the Board of Trustees upon the recommendation of the President. The salary and term of office shall be fixed by the Board of Trustees upon the recommendation of the President. This position reports to the Assistant Director of Business Services or as designated by the Director of Business Services.

Description:
This position is responsible for student customer service, student billings, student refunds, and processing payments. This is a full-time, 12 month, salaried, FLSA non-exempt position covered by social security and the Public Education Employee Retirement System of Missouri (PEERS).

Qualifications:
This position requires excellent written and verbal communication skills and working knowledge of Microsoft Excel. Candidates must be detail oriented, have strong problem solving and organizational skills, and have the ability to multi-task and work under pressure. Payment processing, billing, and collection experience is preferred. This position requires the ability to be available to work short-notice overtime, to occasionally work at an off campus site, or to travel to conferences or training sessions that could require an over-night stay.

The Accounts Receivable Specialist shall:

1. Assist students, faculty, and staff at the Business Office Window;
2. Handle receipt of monies that come into the college;
3. Maintain records on all miscellaneous payments coming into the college;
4. Run daily station report and reconcile daily activity;
5. Deposit funds received by College on a daily basis;
6. Handle student phone calls;
7. Process scholarship payments and determine or request terms from the organization giving the scholarship;
8. Forward funds or refund student or organization credits created by scholarships;
9. Process returned checks and maintain the Do Not Accept check list;
10. Send billing statements out according to the guidelines including billings for scholarships and other 3rd party payments;
11. Maintain student receivable and collection files;
12. Make and document calls on student accounts;
13. Code students receiving outside funding for tuition and for books;
14. Add payment plan fee, late fees, and collections fees to student accounts;
15. Process and disburse loan, Pell, book, and other student refund checks;
16. Provide information to state agencies and other organizations or employers paying for student accounts;
17. Reconcile state payments with financial aid reports at the end of the fiscal year;
18. Add/remove holds on student accounts;
19. Set up special payment plans on delinquent accounts;
20. Work with off campus sites to provide them with refund, drop, returned check, and other information;
21. Maintain the Petty Cash fund;
22. Run monthly accounts receivable reports and send copies to the appropriate personnel;
23. Follow and explain college policy to students;
24. Assist in maintaining an up-to-date operations manual;
25. Perform other duties as assigned by the Assistant Director of Business Services or the Director of Business Services.