

**JOB TITLE:** Student Receivables Specialist  
**JOB CODE:** **SRS090182018**  
**REPORTS TO:** Manager, Student Receivables  
**DIVISION/DEPARTMENT:** **Fiscal Affairs/Student Financial Services**  
**CLASSIFICATION:** Full-time, 12-month position, benefits eligible  
**POSTED:** September 18, 2018

**AVAILABLE:** Immediately

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**POSITION OVERVIEW:**

Under direct supervision of the Manager of Student Receivables, performs various duties as it relates to student registration and validation, posting student receivables, tracking student refunds, account reconciliation, third-party billing, annual audit, and communication with students, staff, and external agencies

**DUTIES AND RESPONSIBILITIES:**

Interacts with students and parents in the delivery of superior customer services regarding student financial responsibilities  
Oversees the student validation process  
Reviews all student accounts to ensure accuracy and completeness; aging analysis performed monthly  
Generate bookstore credit within 24 hours of receiving data  
Tracks student refund eligibility in timely manner; load financial data onto student accounts  
Performs monthly Title IV reconciliations of assigned accounts  
Prepares all third-party billing for student receivables  
Coordinates the timely and accurate dissemination of information and data between various internal departments  
Supervises cashier in day to day tasks and also performs the following cashier related activities: verifies cash deposits (in absence of manager), posts deposits into Great Plains  
Maintains confidentiality of student data  
Possess a high level of accuracy  
Performs other duties as assigned  
Must have excellent written and oral communication skills  
Must be adaptable to change and able to work extended shifts with minimal notification  
Must be able to occasionally work after hour school activities (i.e. basketball games, LOC Sunday etc.)

**QUALIFICATIONS:**

Bachelor degree in Business with a minimum of 12 hours in accounting strongly preferred; candidate will have experience working in higher education, coupled with one to two years of related experience.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Excellent organizational and interpersonal skills

Demonstrated skill using software such as Microsoft Office. At a minimum, applicant must be able to accurately perform the following in Excel: sort data, create pivot tables and v-look-ups, link cells and works sheets

Detail oriented with integrity to work with confidential and sensitive information

**KNOWLEDGE, SKILLS, AND ABILITIES CONT:**

Knowledge of mathematics and basic accounting principles as would be acquired through the completion of 12 credit hours of accounting coursework

Ability to organize/prioritize a demanding workload and interact successfully with diverse population including students, faculty, and staff

**PHYSICAL DEMANDS/WORKING CONDITIONS:**

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to handle, or feel, and talk and hear. The employee frequently is required to walk, reach with hands and arms, and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 20 lbs. Specific vision abilities required by this job include close vision