



Position Title: Accounts Receivable Specialist
Reports To: Manager, Student Receivables
Department: Fiscal Affairs/Student Financial Services
Classification: Full-time, Salary Exempt, 12-months, Benefits Eligible

Under direct supervision of the Manager of Student Receivables, the Accounts Receivable Specialist 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 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

MINIMUM QUALIFICATIONS

- Bachelor's degree in business with a minimum of 12 hours in accounting, strongly preferred
- Minimum of two years related experience working in higher education

KNOWLEDGE, SKILLS, AND ABILITIES

- 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.)
- Proficient in utilizing computer software such as Microsoft Office
- Ability to work with confidential and sensitive information
- Knowledge of mathematics and basic accounting principles
- Ability to organize/prioritize a demanding workload and interact successfully with diverse population including students, faculty, and staff
- Excellent organizational and interpersonal skills
- Ability to accurately perform the following in Excel: sort data, create pivot tables and v-look-ups, link cells and works sheets

WORKING CONDITIONS/PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to handle, or feel to talk and to hear. The employee, frequently, is required to walk, reach with hands and arms to 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.

Qualified applicants should submit the following information in one (1) pdf document via email to: jobs@loc.edu. Please put the job title in the subject line

- Cover Letter
- Resume
- Unofficial transcript of highest educational level completed (if applicable)
- 3 references including contact information

Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.

LeMoyne-Owen College offers an attractive benefits package, including health, vision, and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

No Solicitations or Phone Calls Please