



POSITION ANNOUNCEMENT

Assistant – Student Accounts Receivable

The primary purpose of this job is to take and process payments and to assist in all other student account functions. Assist in the daily collection of revenue and with the registration process.

SKILLS AND QUALIFICATIONS

Education and Experience:

- Associate's degree in Accounting, Business or related field required.
- A minimum of 3 years of experience in a customer service/business field also required.

Necessary Knowledge, Skills and Abilities:

- Willingness to assume responsibility for accuracy of work performed.
- Must be able to maintain confidentiality.
- Ability to relate to others in a courteous manner.
- Must be organized and possess basic accounting skills.

A complete job description is attached.

Interested candidates should submit an application, cover letter, and updated resume in Word or PDF format to careers@northweststate.edu using subject line "Assist Accts Receivable."

For a complete listing of current Employment Opportunities, visit www.northweststate.edu and click on "about NSCC" then "Work for NSCC."

Office of Human Resources
Northwest State Community College
22600 State Route 34
Archbold, OH 43502
EOE M/F/D/V

Northwest State Community College is an Equal Opportunity Employer and educator that does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, religion, age, disability or military status in employment or the provision of services.

In accordance with the Americans with Disabilities Act, it is the policy of Northwest State Community College to provide reasonable accommodations to persons with disabilities. When contacted for an interview, an applicant who requires special accommodations due to a disability should notify the Human Resources office at the time he/she is contacted so that proper arrangements can be made for the interview.

Posted: 9/29/2020



POSITION TITLE: Assistant - Student Accounts Receivable

DEPARTMENT: Business Office

SUPERVISOR: Manager - Accounting

GRADE LEVEL: VI, Non-Exempt

GENERAL PURPOSE

The primary purpose of this job is to take and process payments and to assist in all other student account functions. Assist in the daily collection of revenue and with the registration process.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide excellent customer service as receptionist to the Business Office by assisting with telephone and walk-in customer questions and concerns by providing answers and guidance.
2. Primary person responsible for the daily processing of receipts and payments.
3. Assist student accounts in entering aid and maintaining student account files.
4. Maintain and process payment plan contracts and deferment plan to include sending reminders, applying late fees, and in-house collection efforts.
5. Query aged accounts and maintain "hold" files.
6. Provide administrative assistance to the Accounting Manager and Director of Accounting & Finance.
7. Run daily reports to tie out cash drawer.
8. Process PO's and maintain vendor file.
9. Process business office, bookstore and food service daily reports/receipts.
10. Maintain Business Office Archive Files.
11. Cross train duties with Student Accounts Receivable Associate.
12. Process vehicle requests and maintain driver's license file.
13. Process petty cash requests.
14. Provide clerical support to Food Service.
15. Process RAVE alert messages for student account balances.
16. Other similar duties as assigned.

QUALIFICATIONS

Education and Experience:

- Associate's degree in Accounting, Business or related field required.
- A minimum of 3 years of experience in a customer service/business field also required.

Necessary Knowledge, Skills and Abilities:

- Willingness to assume responsibility for accuracy of work performed.
- Must be able to maintain confidentiality.
- Ability to relate to others in a courteous manner.
- Must be organized and possess basic accounting skills.



SUPERVISION EXERCISED

None.

RESPONSIBILITY FOR PUBLIC CONTACT

Position is in frequent contact with the public, students and other NSCC employees.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.