



Position Description

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| College Title | Accounts Receivable Assistant | | |
| Legislative Title | Administrative Specialist I | | |
| Supervisor | Controller | | |
| Position Type | Classified Staff | | |
| Classified Codes | Class | C087C | Grade C106 |
| Effective Date | July 2019 | | |

The Accounts Receivable Assistant, working under the direction of the Controller, is responsible for performing all functions related to the maintenance of the College’s accounts receivable sub-ledgers.

Position Specific Responsibilities

- Monitor all activity on student accounts, including but not limited to:
 - Correspondence with students regarding their account.
 - Receipting payments from students, third parties, etc.
 - Manage/set up electronic payment arrangements.
 - Maintenance of sub-ledger.
 - Manage and monitor all collections, including set-off collection through the Arkansas Department of Finance and Administration.
- Work with collection agencies to ensure receipt of outstanding student balances.
- Development and maintenance of system to monitor third-party billing and collections.
- Processing of financial aid and tuition refunds.
- Development and maintenance of system tracking other fund receipts (e.g. Career Center, 60+ Travel).
- Issuance and reconciliation of all petty cash funds.
- Daily reconciliation of cash drawer(s) and related closing reports, securing monies in vault, and ensuring vault and Business Office locked daily.
- Coverage of the front desk as needed.
- Issuance and management of facility keys.
- Scan, file and maintain business office documents, including but not limited to:
 - Accounts Receivable documents.
 - Other audit-related documents.
- Other job related duties as assigned by the Controller, Vice Chancellor of Administration, or Chancellor of the College, including but not limited to:
 - Assist with mail sorting as needed.
 - Assist Accounts Payable Assistant as needed.
 - Assist Controller with 1098T data and dissemination.
- Other duties as assigned.

College-wide Requirements

- All duties are performed in cooperation with other administrators and in accordance with the plans and policies of the College.
- Seek and implement activities, services and programs which assure that UA Rich Mountain is a vibrant contributor to the quality of life of the Ouachita Mountain region.
- Treat all who choose the College’s resources with dignity.
- Challenge all learners to maximize their potential.
- Implement systems whereby all learners are given the opportunity to accept the challenges and responsibilities for learning and growing as students and citizens.



Position Description

- Promote and help develop a College environment of respect, dignity and cooperation where ideas, questioning, and the continued pursuit of self-development are valued as a means toward learning and growth.
- Demonstrate knowledge of the responsibilities and skill required to fulfill the position responsibilities.
- Demonstrate knowledge and skills in the use of a computer as it relates to specific position requirements.
- Demonstrate effective communication skills, both oral and written.
- Demonstrate commitment to learning.
- Demonstrate commitment to the community college philosophy.
- Demonstrate commitment to assisting students and faculty.
- Demonstrate effective interpersonal and communication skills.
- Demonstrate effective leadership and team building skills.
- Demonstrate time management and effective organization skills.
- Demonstrate commitment to professional development

Minimum Qualifications

- The formal education of an Associate Degree or a combination of equivalent education and work experience.
- Courses in bookkeeping/accounting, administrative office procedures, or a related field plus eighteen months experience in bookkeeping/accounting.
- Knowledge of bookkeeping/accounting practices.
- Ability to operate standard office equipment including calculators and data entry devices.
- Ability to work proficiently with Microsoft Office products, particularly Excel and Word.
- Ability to perform arithmetic computations and maintain basic accounting records manually or electronically.
- Ability to identify and resolve discrepancies in documents or numeric data.
- Ability to set up and maintain filing systems.
- Ability to compile information and prepare reports.