



**JOB TITLE: Accounts Receivable Specialist**

**JOB CODE: Hourly**

Department Name: Business Office  
Reports To: Accounting Manager  
Location: Mt. Pleasant or Harrison Campus

EX/NE: Non - Exempt  
Pay: Grade 4, Per ESPA Agreement  
Last Revised: October 2017

### **POSITION SUMMARY:**

Mid Michigan College seeks individuals who: value collegiality and mutual respect; use data in decision making; are innovative; are service minded; are goal oriented; strive to continually improve themselves and their work processes; are willing to collaborate and seek to add value in every interaction.

This position is responsible for all cash received by the College and maintaining accurate accounts receivable files and effective billing and collection processes.

### **ESSENTIAL JOB FUNCTIONS:**

1. Collects all money for the College and enters cash receipts into administrative software.
2. Serves as lead cashier for the College; responsible for reconciling daily cash boxes and preparing accurate daily bank deposits.
3. Prepares monthly statements for all accounts receivable including third party billing.
4. Monitors accounts receivable using the aging reports to recommend accounts to be turned over to collection agencies as appropriate.
5. Establishes and maintains accurate student and sponsor receivables account records.
6. Works with students to resolve accounts receivable disputes and establish and monitor payment arrangements for students with outstanding balances.
7. Reconciles various cash funds on hand.
8. Coordinates the cashiering component of the book buy back process each semester.
9. Coordinates the financial aid bookstore charge posting process each semester.
10. Coordinates work for and supervises student workers as appropriate in the accounts receivable area.
11. Assists in the development and implementation of departmental objectives, policies, procedures and standards; recommends changes to departmental procedures as necessary to improve the efficacy of the Department.
12. Attends, facilitates, and/or leads staff meetings and in-service programs within the department and college-wide.

13. Supports and serves as a role model for our mission, vision, values, and customer service initiatives.
14. Adheres to the organization's policies & procedures, and compliance guidelines.
15. *Per the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), a federal consumer protection law, your job position entails functions that meet the definition of a Campus Security Authority (CSA). CSAs have a duty to report any crime to the College's Clery Compliance Officer. This information may be disclosed to them directly, through third-party, or witnessed. As a CSA, you are required to complete annual training which is provided by the College. This training encompasses your role, responsibilities, and reporting obligations*
16. Performs other duties as assigned.

## **BACKGROUND AND JOB REQUIREMENTS:**

### **Knowledge, Skills, Abilities:**

- Strong mathematical, analytical, organizational and cash handling skills.
- Excellent customer service skills.
- Strong written and verbal communication skills.
- Proficient computer skills to include Microsoft Excel, Word, and 10-Key operations.
- Ability to become bonded.
- Ability to maintain good work relations with fellow employees and students.
- Ability to apply and support quality improvement approaches to the department and college operations.

### **Education, Certification, Licensure:**

- Associate Degree in accounting or related field required.

### **Experience:**

- One year experience as an accounting clerk or in a retail capacity required.

## **WORKING ENVIRONMENT:**

- The job responsibilities of this position are performed in an office building environment.
- There may be occasional travel to other college locations for meetings.
- There may be occasional travel for conferences/training.
- Duties are performed in an independent and team atmosphere. Continuous collaboration with team and supervisor will occur.
- The job requires minimal physical exertion, such as walking, standing, stooping, bending, climbing, lifting material or equipment, some of which may be heavy or awkward (5- 25 pounds).
- Minimal discomfort due to heat, dust and noise may occur.
- Typical work schedule is 1<sup>st</sup> Shift 8:00am – 4:30pm with flexible or extended hours as approved by the Accounting Manager.

**Note: This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may be asked to perform additional duties as required by his/her supervisor.**

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_