

JOB TITLE: BUSINESS OFFICE ASSISTANT- Receivables

CLASSIFICATION:N-4

SUPERVISION GIVEN: none

REPORTS TO: EXECUTIVE DIRECTOR OF BUSINESS AFFAIRS

GENERAL PURPOSE AND SCOPE OF POSITION:

Provides support and assistance to the Executive Director of Business Affairs. Serves as back-up to the bookstore supervisor and to the Business Office Ass't - Payables.

DUTIES AND RESPONSIBILITIES:

- ◆ Receive payments of fees, prepare receipts, balance cash receipts and cash drawer, prepare bank deposit in accordance with college policy
- ◆ Maintain appropriately invoice and accounts receivable files
- ◆ Assist with bookstore inventory books and supplies
- ◆ Prepare billings for deferred student fees for both third party agencies and individual students
- ◆ Update records as payments are received for deferred student fees
- ◆ Maintain contact with agencies or companies sponsoring students
- ◆ Analyze accounts receivable information as required by supervisor
- ◆ Attend and participate in all Business Affairs meetings as appropriate.
- ◆ Participate in College training programs
- ◆ Invoice student, sponsor, and industrial training accounts
- ◆ Responsible for yearly accounts receivable write-off list
- ◆ Check and mail tuition refund checks
- ◆ Maintain all student sponsor files including storing old files each fiscal year
- ◆ Reconcile Revolving Fund account

- ◆ Enter all sponsoring parties information on SIS system including assigning ID number and sub code numbers
- ◆ Balance the Cash Clearing Account weekly and send quarterly report to Central Office
- ◆ Process Student Senate emergency loan checks, collect and post payment , reconcile after financial aid posts to student's account
- ◆ Determine which accounts are delinquent and fill out forms to send them to collection agency
- ◆ This is not to be construed as an exhaustive list. Other duties logically associated with this position may be assigned.

EDUCATION AND EXPERIENCE:

Minimum one year related post-secondary training and three (3) years related work experience or six (6) years of related work experience in lieu of education. Basic knowledge of computers including spreadsheet software. Must be proficient in use of calculator and cash register. Must present a professional image and conduct at all times. Requires excellent written and oral communications skills.

Reviewed by Employee	Date
Approved by Supervisor	Date
Approved by Campus Dean	Date
Approved by Human Resources	Date