NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Accounts Receivable Clerk

Department: Business Services
Grade/Level: Admin/Prof
Job Status: Full Time
Reports To: Controller
Work Schedule:
Monday - Thursday 8AM - 6PM
Friday 8AM - 12PM
Or as assigned by the supervisor
Amount of Travel Required: As needed
Positions Supervised: None
Contract Length: 12 months

GENERAL STATEMENT OF DUTIES:

Under the supervision of the Controller, the Accounts Receivable Clerk is the primary person in charge of all business office services at the counter.

MAJOR RESPONSIBILITIES:

- Receipting money at counter.
- Balancing of all student account activity.
- Maintain students’ dorm and meal plan records.
- Preparing financial aid disbursements.
- Preparing tuition and fee refund checks.
- Reconciling all non-grant accounts receivable and designated scholarships to the general ledger.
- Distribution of statements to students with balances due.
- Preparation of student billings to state and federal agencies and companies.
- Administer installment plan.
- Other duties as assigned by the Vice President for Administrative Services.

MINIMUM QUALIFICATIONS:

Job Knowledge and Skill Requirements
Office skills, accounts receivable experience, general ledger reconciliation experience, computer accounting program experience, word processing and spreadsheet experience, good communication skills with students and co-workers, ability to work in a high volume environment. Type 50 WPM, 10 key adding machine skills, ability to count money accurately, organization skills; maintain good office files and records; ability to work in high paced environment.
Physical and Mental Requirements
Walking and standing for long periods of time, good listening skills, frequent stressful
conditions, frequent sitting, lack of mental impairment, frequent decision making ability.

Educational and/or Experience Requirements
High school diploma required; three to five years in an accounts receivable position; three years’
experience handling money.

This is an inside office position with minimal safety/health hazard potential.

Signatures:

______________________________________________  __________________________
Accounts Receivable Clerk                               Date

______________________________________________  __________________________
Controller                                              Date

______________________________________________  __________________________
Vice President for Administrative Services              Date

______________________________________________  __________________________
President                                               Date