NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Accounts Receivable Specialist II

Department: Business Services
FLSA Status: Exempt
Grade/Level: Admin/Prof
Job Status: Full Time
Reports To: Controller
Amount of Travel Required: As needed
Positions Supervised: None
Contract Length: 12 months

GENERAL STATEMENT OF DUTIES:

Under the supervision of the Controller, the assistant accounts receivable specialist will assist with all counter traffic and registration duties. Duties and responsibilities include assisting in reconciliation of all operating accounts, receivable accounts, and designated scholarships to the general ledger. Assist in the preparation of student billings to state and federal agencies and miscellaneous billings. Assist the head cashier in preparation of weekly refund checks, tuition refund checks, and financial aid disbursements.

MAJOR RESPONSIBILITIES:

- Counting and receipting money at the counter
- Assisting with registration at the counter
- Entering of money in correct accounts
- Balancing of all student account activity
- Assisting with weekly student refund check runs
- Assisting with preparation of financial aid disbursements
- Assisting with preparation of tuition and fee refund checks
- Assisting with reconciliation of accounts receivable to the general ledger
- Assisting with distribution of statements to students with balances due
- Assisting with preparation of student billings to state and federal agencies and companies
- Assisting with maintaining designated scholarship records and reconciling to the general ledger
- Assist in duties related to NSF checks and in the collection of them
- Other duties as assigned by the Controller

MINIMUM QUALIFICATIONS:

1. Job Knowledge and Skill Requirements

Office skills, accounts receivable knowledge, general ledger knowledge, computer accounting program knowledge, word procession and spreadsheet knowledge, good communications skills with student and co-workers. Type 50 WPM, 10 key adding machine skills, ability to count money accurately, organization skills; maintain good office files and records.
2. **Physical and Mental Requirements**

Standing; walking for long periods of time; good listening skills; frequent stressful conditions; frequent sitting; lack of mental impairment; frequent decision making ability.

3. **Educational and/or Experience Requirements**

   a. High School diploma or equivalent  
   b. Experience in accounts receivable  
   c. Experience in handling money

4. **Environmental Exposures and Occupational Safety and Health Hazards**

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

Signatures:

_________________________________________  _________________
Accounts Receivable Specialist II                  Date

_________________________________________  _________________
Controller                                              Date

_________________________________________  _________________
Vice President for Administrative Services          Date

_________________________________________  _________________
President                                                  Date