

ACCOUNTING SPECIALIST (ACCOUNTS RECEIVABLE)

GENERAL STATEMENT:

Perform accounts receivable functions for student accounts and non-student parties; assist with other Business Office operations as needed.

REPORTS TO:

Director of Accounting Services and Controller

OCCUPATIONAL GROUP:

Secretarial/Clerical

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED with specialized courses in accounting, business or closely related field; Associate degree preferred.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Two (2) years' work experience in computerized clerical accounting applications required. Accounts receivable experience in higher education preferred.

OTHER:

Data entry skills, use of basic office equipment, knowledge of and experience with current software programs and knowledge of methods and procedures of financial record keeping relating to accounts receivable. Microsoft Office (Excel, Word, Outlook) experience desirable.

DUTIES AND RESPONSIBILITIES:

ACCOUNTS RECEIVABLE:

- Assist and answer questions from students, faculty, administration and general public regarding student financial aid/scholarship balances.
- Perform accounting internal control duties relating to financial aid/scholarships entered into computer system by the Financial Aid office.
- Reconcile accounts receivable accounts to the general ledger each month.
- Reconcile Tuition and Fees, Room and Board, NSF checks, Federal Direct Loan and R2T4's monthly.
- Process billing and monitor collection of bills to outside agencies, i.e., Texas Rehabilitation Commission, Texas Workforce Commission, WIA, THECB, TDCJ, Texas Tomorrow Fund, and other entities, for financial aid, scholarships, exemptions and waivers (credit and noncredit classes) provided to students for tuition, fees, books, etc.
- Serve as main contact for students, employees and Nelnet (the on-line Tuition and Fee payment system) staff regarding any problems as well as setting dates and procedures for installment contracts.
- Prepare journal entries regarding accounts receivables.
- Prepare payments to TVCC Bookstore for items charged to financial aid/scholarships by students.
- Verify financial aid runs and sort and distribute checks.
- Analyze and reconcile Financial Aid and scholarship accounts in order to prepare in-house reports as well as state reports.
- Record monies received for financial aid/scholarships into accounting system of student accounts; maintain individual student account scholarship balances.
- Process Title IV student refunds and record in college's accounting system in an accurate and timely manner.
- Place student accounts with the College's collection agency; serve as point of contact and liaison with the collection agency.

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- Work closely with Registrar to calculate and process tuition and fee refunds; mail checks.
- Maintain overdue balance process including placing student accounts in overdue status and placing or releasing holds on student accounts.
- Perform fiscal year-end accounts receivable analysis and record related entries including calculating and recording bad debt expense and allowance for doubtful accounts transactions, excluding property tax receivables.
- Recommend enhancements to accounts receivable related policies and procedures; implement upon approval by the Controller.

OTHER DUTIES:

- Receive and sort mail and deliveries for the department.
- Maintain and order departmental supplies.
- Serve as back up for the Cashier including maintaining the cash drawer and daily balancing of cash; assisting faculty, staff, students and the general public.
- Participate as required in the registration process.
- Coordinate the 1098-T process (Tuition & Fees Statements to students) in January of each year, working closely with IT and other Business Office personnel to ensure that program output is correct according to federal reporting requirements. Collect, interpret and input manual data; audit the various stages of the process; coordinate printing and mailing forms to students; respond to student concerns; track and resend forms as necessary.
- Other duties as assigned by the Director of Accounting Services and Controller, or other appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 1/20/2016

Revised: 09/23/16

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