

Southeastern Illinois College

Accounts Receivable Clerk

Full-Time Position

LOCATION: Main Campus
REPORTS: Director of Business Services
BOARD APPROVED: Date: August 19, 2014
REVISED: Date: April 21, 2022

POSITION SUMMARY:

Responsible for accounts receivable, collections, billing, bank deposits, student payment plans, petty cash, the corresponding general ledger accounts, and operation of the cashier windows.

Receive and balance daily all money received by the business office, student affairs, bookstore, cafeteria, cosmetology, and child study center. Prepare journal entries as needed which include all online credit card payments and Nelnet payments.

Coordinate the daily operations of both cashier windows (business office and enrollment services) and the student receivable payment plan.

Prepare billings for all individuals, agencies, and organizations with obligations to the college. Prepare CCR&R billing and Private Pay billing for the child study center.

Maintain the colleges' general ledger receivable accounts and have them balanced for the annual audit.

Maintain the collections programs and returned checks.

Supervise student workers.

Maintain and balance all petty cash funds.

Monitor and reconcile student charges and financial aid.

Prepare Reports and perform other duties as assigned by the Director of Business Services or Dean of Administration and Business Affairs.

EDUCATION REQUIREMENTS:

Associate Degree in business, accounting or related field preferred.

COMMUNICATIONS SKILLS:

Excellent organizational, written and verbal communications, interpersonal skills, attention to details, and deadlines with excellent follow-up skills are needed to be successful in this position.

CERTIFICATES, LICENSES:

Valid driver's license is required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to stand, walk, talk, and hear. The employee is required to sit; use hands and fingers to handle, feel, and control objects and tools; reach with hands and arms; maintain balance, have the ability to stoop, kneel, or crouch.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required include distance vision, peripheral vision, and depth perception.

WORK ENVIRONMENT:

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this position.