



A/R Specialist– Staff - California Northstate University, Elk Grove, California, USA

POSITION TITLE: Accounts Receivable Specialist

REPORTS TO: CFO

WORK SCHEDULE: 1.0 FTE, full time, non-exempt

CLOSING DATE: Open until filled

PRIMARY FUNCTION: This position will be responsible for university receivables, applying generally accepted accounting principles and procedures to prepare accurate and timely financial entries, analyze financial information, and assist the CFO and Controller to produce timely financial statements and reports for the university.

PRIMARY RESPONSIBILITIES:

- Processing, verifying, and posting receipts for services rendered.
- Researching and resolving account receivable discrepancies.
- Processing and recording transactions into the system.
- Maintaining students records regarding payments and account statuses.
- Creating bank deposits for appropriate accounts. Verifying deposit amounts agree with bank amounts and entering into A/R system.
- Generating invoices and statements and preparing for mailing/emailing.
- Responding promptly to inquiries pertaining to accounts receivable by staff, colleges, customers, and others.
- Tracking certain receivables, including deposits, and billings. Generating receivable aging reports for internal use.
- Reviewing and monitoring aging reports, following up on past due amounts. Contacting colleges, members, staff, and others regarding outstanding receivables.
- Processing refunds for overpaid receivables, cancelled programs, individual noncancellations, etc.
- Back-up for phones and incoming mail, as needed.
- Obtaining information from other departments to ensure records are accurate and complete and that accounts receivable ledgers and journals are up to date.

- Working with the Controller to review accounts, student payments, payment history, and develop new or better payment terms.
- Performing administrative and clerical tasks, such as data entry, preparing invoices, sending bill reminders, filing paperwork, and contacting clients to discuss their accounts.
- Generating reports and statements for internal use.
- Engaging in ongoing educational opportunities to update job knowledge.
- Assist in the month-end, quarter-end, and year-end closing processes.
- Assisting Staff Accountant to perform monthly reconciliations as required for the position.
- Assisting with tax documentation.
- Assisting with the preparation and coordination of external audits.
- Generating annual 1098 forms for students.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Proficient in MS Excel & Word
- Knowledge of standard accounting policies and procedures required.
- Strong organizational skills, high degree of accuracy, and detail oriented.
- Excellent communication, research, problem-solving, and time management skills.
- Ability to multitask.
- Ability to build relations with students and internal departments.
- Solid understanding of basic bookkeeping and accounting payable/receivable principles.
- Proven ability to calculate, post and manage accounting figures and financial records.
- Customer service orientation and negotiation skills.
- BS degree in Finance, Accounting, Business Administration or related field.
- 2+ years of experience in the Accounting/Finance field handling AP/AR required.

EDUCATION: B.S. degree in finance, accounting, or Business Administration

EXPERIENCE: Required: 2 years of progressively responsible financial record-keeping experience with computerized accounts receivable or payable system, 2 years of customer service experience, 2 years of past due account experience, computer experience working with Microsoft Word and Excel.

KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of accounting software but not required (Great Plains, Microsoft Dynamics, CAMS, etc.)

- Methods, practices, procedures, and terminology used in bookkeeping and financial record keeping.
- Filing and record-keeping principles and procedures.
- Ability to analyze, interpret, and communicate transactional and situational information accurately and effectively.
- Ability to process a high volume of data entry.
- Providing excellent customer service.
- Communicate effectively, both orally and in writing.
- Is good with computers and spreadsheets.
- Accuracy and attention to detail.
- Establishing and maintaining effective working relationships with all the colleges, the general public, other staff, and work as a team member.
- Must be able to work in a multi-tasked high-volume environment, completing multiple and competing priorities.
- Quick learner and team player.
- Commitment to professional integrity, including knowledge of and commitment to upholding federal confidentiality guidelines regarding financial matters.
- Commitment to a collaborative work environment.
- Commitment to seeking appropriate professional development.

SUPERVISORY RESPONSIBILITIES: None

PHYSICAL DEMANDS: Work at computer for extended periods of time. Move/manipulate supplies and equipment of various weights (up to 25lbs)

WORKING ENVIRONMENT: Office environment. Work occasional varied lunch hours. Work occasional flexible schedule including evenings, weekends, and work overtime as the need arises.

Applications will be reviewed upon receipt. For full consideration, candidates should provide resume with at least three references. All candidates are asked to provide a cover letter, articulating how their knowledge, experience, and beliefs have prepared them to function in support of California Northstate University's vision and mission statements.

Please submit your cover letter, resume, list of references, and any additional information to hr@cnsu.edu . Review of applicants will begin immediately and will continue until position is filled.

California Northstate University is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply. For inquiries, please contact us at: **e-mail:** hr@cnsu.edu and/or **telephone:** (916) 686-7400.