

Accounts Receivable Specialist

Tabor College

Hillsboro, KS

Job Overview:

The Accounts Receivable Specialist ensures accurate and timely receipt of all accounts receivable and maintains proper accounting of all income.

Job Description:

- Process all monthly billing for students
- Establishing payment plan arrangements, as needed
- Provide explanation of charges to parents and students, and collection of student accounts
- Initiate communication with students, parents and/or student account benefactors in order to obtain prompt payments on account
- Monitor charges and credits that occur on students' accounts due to changes in class registrations or changes in financial aid postings
- Communicate student account statuses to the student financial assistance officer (financial aid office)
- Place transcript and registration holds on student accounts when payment obligations are deficient
- Advise the vice president for bus/fin on the status of student account balances and collection efforts on a regular basis, and submit uncollectible student account balances to collection agencies in a timely manner
- Monitor the collection progress of collection agencies and make timely changes when performance is unacceptable
- Initiate and issue IRS Form 1098-T documents annually between January 1 and 31 in accordance with Federal regulations
- Process student account credit balance payment requisitions ensuring compliance with Federal Title IV cash management requirements

Qualifications:

- Bachelor's Degree in Accounting or Business or relevant experience in accounts receivable
- Above average computer skills

To apply or receive a full job description: Contact Alex Wiens, HR manager by email at tchumrec@tabor.edu. Qualified and interested candidates should submit a cover letter, resume and references.