



Position Title: Accounts Specialist III
Reports To: Department Supervisor
Department: Student Financial Services
Prepared By/Date: Martha Arrieta/03/25/2011
Approved By/Date: Carmen Salazar/03/25/2011
Revised:

Job Code: 4421
Job Group: SNE
Salary Grade: 9
FLSA Status: Non-Exempt

Summary:

This position performs advanced accounting, clerical work, maintaining financial records, accounts receivable management and collection, and complex customer responsibilities related to students, foundation and third party customers.

Essential Duties and Responsibilities:

- Determines and records accounting transactions related to accounts receivable and accounts payable
- Advises students on federal, state, and college regulations and rules as applied to loans and other accounts receivable
- Responsible for the effective recovery of funds due the college
- Investigates and resolves students financial concerns
- Examines and analyzes system generated reports and corrects data as needed
- Coordinates collection agency referral and collections
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of principles and practices of accounting and the ability to apply this knowledge to work situations
- Knowledge of federal and institutional financial aid regulations and procedures
- Knowledge of Microsoft Office software and proficient in using word processing and spread sheets
- Ability to keep complex records, to assemble, organize and interpret data
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to communicate effectively, orally and in writing

Work Environment:

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

While performing the duties of this job, the noise level in the work environment is usually quiet

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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Four (4) years of experience in accounting work and two (2) years of college or major course work in accounting; or any equivalent combination of experience and training.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name