



Position Title: Part-Time Accounts Specialist, Senior

Job Code: 8365

Reports To: Accounts Services Supervisor

Grade: W5

FLSA: Non-Exempt

Job Description:

The Part-Time Accounts Specialist III provides supports to the full-time Accounts Specialist III in Student Financial Services. This individual will be assigned related responsibilities that include accounting and clerical work in maintaining, auditing, analyzing, and verifying various financial reports.

Duties & Responsibilities:

- Calculates, records and collects student accounts receivable
- Performs customer service/telephone support tasks
- Resolves student financial issues with students and collection agencies
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Four (4) years of experience in accounting and two (2) years of college from a regionally accredited institution; or an equivalent combination of experience and training
- Must be able to exercise independent judgment
- Ability to communicate effectively both orally and in writing
- Must have the ability to work in a multi-ethnic/multicultural environment

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name