



## **JOB DESCRIPTION**

**TITLE:** Accounts Receivable Facilitator

**DEPT:** Business Office

**REPORTS TO:** Bursar

**FLSA:** Non-Exempt

**SALARY:** \$35,635 to \$40,000

### **POSITION SUMMARY:**

This position directly assists students in a courteous, accurate, and professional manner regarding their student account information, serves as the cash receipts specialist for the University, and assists the Bursar in administering collections and analyzing related general ledger accounts. The individual will be required to perform accurate and detailed work in a busy environment that may have pressures of deadlines and large workloads. This position processes all student payments for tuition, registration, fees and any other University cash receipts. Assesses miscellaneous charges and assists the student with questions regarding their account.

This individual must be self-motivated, work unsupervised, and able to communicate and work effectively with a variety of individuals in a confidential and professional manner. This individual will be required to perform accurate and detailed work in a busy environment that may have pressures of deadlines, large workloads, and interruptions. Must maintain student and employee confidentiality as required by State and Federal laws and University policies

### **DUTIES AND RESPONSIBILITIES:**

1. Represents Heritage University in the most positive manner with former and current students, clients, suppliers, and the community we serve. Interact effectively with a diverse group of faculties, staff, students, and customers. Work effectively using the operating practices of the Business Office and Heritage University.
2. Upholds the Heritage University Mission Statement.
3. Handles confidential information with tact, discretion and in compliance with FERPA regulations.
4. Student Accounts:
  - a. Take payments (cash, check, and credit card), receipts payments to accounts and balance deposits each day
  - b. Assist all students by direct contact, phone, emailing, or mailing with questions relating to a student's account. Provides courteous and accurate answers.
  - c. Counsels' students about payment options and assist them with filling out the appropriate paperwork.
  - d. Generates and applies charges and fees to accounts.
  - e. Places students hold where applicable, reviews forms for accuracy.
  - f. Process student mailings

- g. Responsible for utilizing the computerized accounting system and proper coding of accounts
  - h. Assist with collection calls and student account balance as needed
  - i. Understanding of policies and procedures regarding the interaction of Bursars office with other Heritage University departments, including Registrar, Admissions, Financial Aid, and Student Services.
5. Accounts Receivable:
    - a. Miscellaneous third-party billing and invoicing
    - b. Takes payments for miscellaneous revenues and receipts to appropriate general ledger accounts
    - c. Understanding of student account charges and transactions
  6. Prints and maintain Transaction Edits for Cash Receipts, including all supporting documentation.
  7. Performs other functions as necessary or as assigned.
  8. Assists with record retention and filing.
  9. Assists other Business Office personnel, and performs additional related duties as requested.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Associate degree in accounting preferred. An associate degree in accounting or business and equivalent job duties and experience may substitute.
- Competency in Excel and word processing. Strong background in computerized accounting systems and computer entry.
- Effective business office skills including written and oral communication.
- Cash Handling skills are desirable.
- Ability to interact in a professional manner with employees, students, vendors, and other interdepartmental personnel.
- Must be able to work well with others in a team environment.
- Individuals must be able to work independently with minimal supervision.
- Must be able to work well with others in a team environment.
- Must be able to work under pressure and meet deadlines.
- Must be able to communicate effectively by phone, email, and in person.
- Requires use of computer and keyboard.

**BENEFIT PACKAGE (benefit eligible is at least .75 FTE):**

- Health Benefits - medical, dental, and vision
- No cost life insurance.
- Paid Time Off
- 21 Paid Holidays
- Matching 403(b) Contribution after a year of service.
- Tuition Waiver Program-6 month waiting period.
- Additional plans are available for purchase. This includes AFLAC and additional life & ADD insurance.
- Many other employee engagement programs.

**APPLICATION INFORMATION AND DEADLINE:** Applications should include the following:

- Cover Letter
- Resume
- List of References (*names, addresses & phone numbers of 3-5 current professional references*).
- HU Employment Application LINK: [HU Application](#)

Review of applications will begin immediately and will continue until the position is filled.

To apply, please email application materials to: [Humanresources@heritage.edu](mailto:Humanresources@heritage.edu) OR Heritage University.

Office of Human Resources 3240 Fort Road Toppenish, WA 98948

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Heritage University is an equal opportunity/ equal access/ affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive orders regarding non-discrimination and affirmative action.