

## **Accounts Receivable Clerk Office of the Bursar**

**POSITION SUMMARY:** To assist students and parents with student accounts

### **ESSENTIAL FUNCTIONS:**

- Assist students and parents with student accounts in person and over the phone
- Review student accounts for transcript request approval; print transcripts as needed
- Receipt cash deposits from other departments
- Process payments received by mail
- Daily cash drawer balancing

### **OTHER RESPONSIBILITIES:**

- Other duties as assigned

### **DESIRED QUALIFICATIONS (and please list any physical qualifications of the job too):**

- High school diploma or GED
- At least 2 years of related work experience; accounting experience preferred
- Ability to communicate effectively with students, parents, faculty and staff
- Basic computer skills
- Good organizational skills

**Reports to:** Bursar

**FSLA Status:** Non-exempt