

# DRURY UNIVERSITY JOB DESCRIPTION

**JOB TITLE:** Accounts Receivable Assistant

**DEPARTMENT:** Business Office

**DATE:** November 14, 2017

**SCHEDULE:** Flexible; M-F; 10-15 hr/wk

**FLSA:** Non-Exempt

**REPORTING SUPERVISOR:** Director of Business Services

## **JOB FUNCTION:**

To assist the cashier, account receivable coordinator, accounts payable coordinator, Perkins Loan Coordinator, and Director as needed to complete projects and daily duties.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

	<i>Percentage of Time</i>	<i>Frequency</i>	<i>Description</i>
1.	32%	Ongoing	Using interpersonal communication skills, courtesy, tact, reasoning skills and an understanding of the university's various payment plans, policies and procedures, attends the front counter, and assists students with payment plans, billing information, financial aid information, obtains student signatures, and collects cash payments, keying them into the IBM AS/400 mainframe computer system and issuing a receipt. Assists other office staff members with student mass mailings by folding and stuffing statements into envelopes. Using the telephone and communication skills, settles payment disputes with vendors, faculty and staff. Assists with filing copies of the statements into student folders in the manual and/or electronic filing system.
2.	33%	Daily	Keys in all general ledger, petty cash, and accounts receivable batches, and edits batches. Sorts through Business Office mail, distributing mail to personnel.
3.	25%	Ongoing	Files or scans all accounts receivable documents per year.
4.	5%	Ongoing	Processes campus bookstore charges for faculty, staff, departments, and students. Audits, organizes, edits and checks ID No., account number, and calculates bookstore charges by individual charge ticket. Prepares summarizing journal entry and keys entry into AS400. Balances batch.
5.	5%	Ongoing	Determines the appropriate general ledger account number for deposit of money received, using AS400 keys in money received, posts receipt and distributes receipt to client.

## **MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to maintain a meticulous manual filing system in order to properly maintain college records.
2. Attention to detail in order to key accurate information, and maintain accurate files both manually and computerized.
3. Ability to type for keying in computer data.
4. Knowledge of accounting rules in order to properly debit and credit accounts.
5. Ability to use a computer to add up debits and credits.
6. Ability to use a copy machine to make copies of college records.
7. Good math skills are necessary to add, subtract, multiply and divide when computing payment amounts and calculating discounts.
8. Ability to use an IBM AS/400 mainframe computer system and terminal for entering data.
9. Ability to use an IBM printer for printing reports.
10. Must be a regular, full-time day school student, enrolled in at least 12 hours per semester.
11. Must have completed a FAFSA form (Financial Aid) for the current academic year.

***PHYSICAL REQUIREMENTS:***

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 regularly required to use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

***WORK CONDITIONS:***

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.