**Student Accounts Receivable Specialist** (PT)

**Location:** Dougherty County Campus

Albany Technical College seeks a part-time Student Accounts Receivable Specialist reporting to Administrative Services. Under general supervision, the Student Accounts Receivable Specialist will serve as a contact for all student account financial related issues and concerns. He or she will analyze student accounts to determine accuracy of charges and credits to the accounts, prepare all records for submitting disbursements to Bank Mobile to manage our student disbursement process. The Student Accounts Receivable Specialist is responsible for the reconciliation of student accounts to ensure all deferred charges for books, fees, tuition, bus passes and supplies are properly charged to student accounts prior to refund disbursements. He or she will work with the financial management staff to ensure a complete reconciliation of student accounts. The Student Accounts Receivable Specialist will assist the Business Office Manager with completion of due diligence regarding the collection of student receivables and will prepare the necessary schedules required to submit student receivable balances to the State Accounting Office for approval for write-off. He or she will assist in the reconciling and submitting 1098T to students on an annual basis. He or she will ensure compliance with federal financial aid disbursement regulations and must have proven experience in Banner. The candidate must possess the ability to provide students a clear understanding of their financial obligations.

**Minimum Qualifications:**  The candidate MUST have an Associate’s Degree in Accounting or a related field \*AND\* have three (3) years of professional level experience \*AND\* demonstrated proficiency in Microsoft Office software

**NOTE:** Experience may substitute for the degree on a year for year basis.

**Preferred Qualifications:** The candidate MUST have an Associate’s degree in related field \*AND four (4) years of Banner experience in Accounts Receivable. Analytical experience in review of accounting records is a must.

**Physical Demands:** Work is typically performed in an office environment with intermittent sitting or walking in various settings. Must frequently lift and carry lightweight objects occasionally. Full range of hand and finger motion is required for data entry purposes. The ability to speak clearly is required. The ability to hear and understand at a normal conversational level is required.

**Salary/Benefits:** Salary is commensurate with education and work experience.

**Application Deadline:**  The position will remain open until filled.All applications packets MUST be completed via the Online Job Center at <https://www.easyhrweb.com/JC_Albany/JobListings/JobListings.aspx> . As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. For more information regarding this position or application instructions, please contact the Human Resources Office [hr@albanytech.edu](mailto:hr@albanytech.edu). All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. Albany Technical College is an equal opportunity employer and does not discriminate on the basis of race, color, creed,

national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law.

***Note: Due to the volume of applications received, we are unable to personally contact each applicant.***

***If we are interested in scheduling an interview, a representative from our college will contact you.***

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| **Title IX Coordinator:**  Kathy Skates, Vice-President of Administration  1704 South Slappey Blvd.  Albany, GA 31701  229.430.3524 | **Equal Opportunity Officer:**  Lola Edwards, Office of Human Resources  1704 South Slappey Blvd.  Albany, GA 31701  229.430.1702 | **Section 504 Coordinator:**  Regina Watts, Special Needs Coordinator  1704 South Slappey Blvd.  Albany, GA 31701  229.430.285 |