



## **Account Receivable Specialist II– Staff - California Northstate University, Elk Grove, California, USA**

**POSITION TITLE:** Accounts Receivable Specialist II

**REPORTS TO:** Business Office Manager

**WORK SCHEDULE:** 1.0 FTE, full time, non-exempt, Monday-Friday, Saturday

**CLOSING DATE:** Open until filled

**SALARY:** \$37.00 per hour

**PRIMARY FUNCTION:** This position will be responsible for university receivables, applying generally accepted accounting principles and procedures to prepare accurate and timely financial entries, analyze financial information, and assist the CFO and Controller to produce timely financial statements and reports for the university. This position is also responsible for managing CNU apparel bookstore, assisting students and customers in the purchase of apparel, receiving merchandise, and managing inventory control. May have to work some Saturday during events and graduation by displaying and selling merchandise.

### **PRIMARY RESPONSIBILITIES:**

- Processing, verifying, and posting receipts for services rendered.
- Researching and resolving account receivable discrepancies.
- Processing and recording transactions into the system.
- Maintaining records regarding payments and account statuses.
- Creating bank deposits for appropriate accounts. Verifying deposit amounts agree with bank amounts and entering into A/R system.
- Responsible for depositing checks via remote deposit, and ensure keeping records of checks in a safe location. May have to do bank runs on a daily/weekly basis as needed.
- Generate invoices and statements and prepare for mailing/emailing.
- Respond promptly to inquiries pertaining to accounts receivable by staff, colleges, customers and others.
- Track certain receivables, including deposits, and billings. Generate receivable aging reports for internal use.
- Review and monitors aging reports, following up on past due amounts. Contacts colleges, members, staff, and others regarding outstanding receivables.

- Processes refunds for overpaid receivables, cancelled programs, individual noncancellations, etc.
- Back-up for phones and incoming mail, as needed.
- Obtaining information from other departments to ensure records are accurate and complete and that accounts receivable ledgers and journals are up to date.
- Working with the Controller to review accounts, student payments, payment history, and develop new or better payment terms.
- Performing administrative and clerical tasks, such as data entry, preparing invoices, sending bill reminders, filing paperwork, and contacting clients to discuss their accounts.
- Generating reports and statements for internal use.
- Engaging in ongoing educational opportunities to update job knowledge.
- Assist in the month-end, quarter-end, and year-end closing processes.
- Perform monthly reconciliations as required for the position.
- Assist with budget preparations as needed.
- Assist with tax documentation.
- Assist with the preparation and coordination of external audits.
- Generate annual 1098 forms for students.
- Review and post Health Insurance premiums to student's ledger.
- Exhibit welcoming attitude towards students/customers while assisting them with merchandise needs.
- Performs such duties as preparing materials and stock for transferring to other locations.
- Receives, unloads, and process merchandise packages and freight; manage inventory on a daily and monthly basis.
- Prepare customer orders and vendor returns for shipping including packaging, addressing and associated paperwork.
- Have a full understanding of cash handling and receivable by taking payments, and process end of the day deposit drop for CNU Merchandise Store.
- Participate in CNU events and graduation by setting up, displaying, and selling merchandise.
- Ensure that both Elk Grove and Rancho Cordova location is stocked with merchandise at all time. Traveling between both location is required.
- Manage all Military Scholarship program, and be the Point-Of-Contact between students and the military representative.
- Submit invoices to all military scholarships and ensure timely payments.
- Review all withdrawal paperwork form from Financial Aid and confirm total account balances. Process withdrawal refunds.

- Assists with updating process and procedures throughout the year, and ensure that it is updated and ready for the annual Retreat.
- Present at new student orientation.
- Maintain and manage the BPPE log on a daily and weekly basis. Ensure that the quarterly BPPE reporting is reviewed and completed by the deadline.
- Other duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

- Proficient in MS Excel.
- Knowledge of standard accounting policies and procedures required.
- Strong organizational skills, high degree of accuracy, and detail oriented.
- Excellent communication, research, problem-solving, and time management skills.
- Ability to multitask.
- Ability to build relations with students and internal departments.
- Solid understanding of basic bookkeeping and accounting payable/receivable principles.
- Proven ability to calculate, post and manage accounting figures and financial records.
- Customer service orientation and negotiation skills.
- BS degree in Finance, Accounting, Business Administration or related field.
- 2+ years of experience in the Accounting/Finance field handling AP/AR required.

**EDUCATION:** B.S. degree in finance, accounting, or Business Administration

**EXPERIENCE:** Required: 2 years of progressively responsible financial record-keeping experience with computerized accounts receivable or payable system, 2 years of customer service experience, 2 years of past due account experience, computer experience working with Microsoft Word and Excel.

#### **KNOWLEDGE, SKILLS, ABILITIES:**

- Knowledge of accounting software but not required (Great Plains, Microsoft Dynamics, CAMS, etc.)
- Methods, practices, procedures, and terminology used in bookkeeping and financial record keeping.
- Filing and record-keeping principles and procedures.
- Ability to analyze, interpret, and communicate transactional and situational information accurately and effectively.
- Ability to process a high volume of data entry.
- Provide excellent customer service.
- Communicate effectively, both orally and in writing.
- Is good with computers and spreadsheets.

- Accuracy and attention to detail.
- Establish and maintain effective working relationships with all the colleges, the general public, other staff, and work as a team member.
- Must be able to work in a multi-tasked high-volume environment, completing multiple and competing priorities.
- Quick learner and team player.
- Commitment to professional integrity, including knowledge of and commitment to upholding federal confidentiality guidelines regarding financial matters.
- Commitment to a collaborative work environment.
- Commitment to seeking appropriate professional development.

**SUPERVISORY RESPONSIBILITIES:** None

**PHYSICAL DEMANDS:** Work at computer for extended periods of time. Move/manipulate supplies and equipment of various weights (up to 25lbs)

**WORKING ENVIRONMENT:** Office environment. Work occasional varied lunch hours. Work occasional flexible schedule including evenings, weekends, and work overtime as the need arises.

Applications will be reviewed upon receipt. For full consideration, candidates should provide resume with at least three references. All candidates are asked to provide a cover letter, articulating how their knowledge, experience, and beliefs have prepared them to function in support of California Northstate University's vision and mission statements.

Please submit your cover letter, resume, list of references, and any additional information to [hr@cnsu.edu](mailto:hr@cnsu.edu) . Review of applicants will begin immediately and will continue until position is filled.

***California Northstate University is committed to providing equal employment opportunities to all employees and applicants, regardless of protected characteristics such as race, color, religion, sex, national origin, age, disability, or veteran status.***

All qualified candidates are encouraged to apply. For inquiries, please contact us at: **e-mail:** [hr@cnsu.edu](mailto:hr@cnsu.edu) and/or **telephone:** (916) 686-7400.