

Warren Wilson College
Position Description

POSITION TITLE: Accounts Receivable Supervisor

DEPARTMENT: Accounting

REPORTS TO: Controller

POSITION SUMMARY:

Maintains the College's accounts receivable function and related activities. Trains and supervises a student work crew.

SPECIFIC RESPONSIBILITIES:

1. Maintains student accounts receivable, including tuition and fee payments, deposits, fines, rent, etc. Prepare invoice/credit memos; coordinate data postings with Registrar and Financial Aid Office, prepare and send billings.
2. Performs cashier duties for the College, which entails receipting cash payments or credit card payments, balancing receipts daily, posting to general ledger, balance cash drawer and making daily bank deposits. Maintain and reconcile online payments.
3. Posts student wages to subsidiary ledger for room and board payments; reconcile subsidiary ledger to general ledger. Analyze and reconcile various general ledger accounts.
4. Disburses Financial Aid funds to student accounts, request refunds for overpayments. Track scholarships held in agency fund and post to student accounts.
5. Maintains database for parking permits and parking fines; monitor selling of permits; order permits.
6. Prepares and mails contracts for MFA students; register MFA students.
7. Works with families when necessary to provide payment arrangements; clear students financially each semester; turn past due accounts over to collection agency after in-house attempts have failed.
8. Maintains database for meal plans and other student information; prepare data files for cafeteria and other agencies as needed.
9. Updates and prepares various annual mailings to parents and students.
10. Supervises and instructs a student work crew to complete assigned tasks; provides positive learning experience for students; recommends personnel actions for

student work crew; including, but not limited to hiring, transfer and performance evaluations.

11. Ensures that sufficient supplies for office functions are available such as deposit slips, envelopes, receipts, etc.
12. Prepares reports and worksheets as needed for annual audit.
13. Responsible for ensuring accuracy of annual 1098-T statements for student tuition. Responsible for maintaining and returning calls for the 1098-T Information phone line.
14. Monitor various revenue accounts.
15. Other duties as need arises.

WORKING CONDITIONS:

Office environment

QUALIFICATIONS:

1. Minimum of two years experience in accounts receivable.
2. Proficiency in the use of spreadsheets and word processing.
3. Possess high level of organization skills.
4. Ability to train and supervise inexperienced student workers.
5. Ability to interact positively with students, parents, staff and faculty.
6. Ability to interpret and follow federal regulations.