



## POSITION ANNOUNCEMENT

<b>JOB TITLE:</b>	<b>ACCOUNTS RECEIVABLES CLERK II</b>
<b>TYPE OF VACANCY:</b>	<b>STAFF</b>
<b>REPORTS TO:</b>	<b>ASSISTANT DIRECTOR, STUDENT RECEIVABLES</b>
<b>DEPARTMENT:</b>	<b>BUSINESS OFFICE</b>
<p><b>SUMMARY:</b> The Accounts Receivable Clerk provides support to the Receivables Unit in the Business Office. Processing all internal and external payments.</p>	
<p><b>DUTIES AND RESPONSIBILITIES:</b> The position of Accounts Receivable Clerk, is required to perform a variety of tasks including but not limited to the following:</p> <ul style="list-style-type: none"> <li>➤ Serve as a Cashier, collecting and processing all incoming funds as it relates to (tuition, fees and other receipts) in the form of Cash, Checks, Credit Card and Online payments on a daily basis and issue official computer generated receipts for all monies/funds received;</li> <li>➤ Process Applications as it pertains to our students;</li> <li>➤ Process all retiree medical payments and donations;</li> <li>➤ Balance/Reconcile cash receipts and prepare deposits for submission to the bank (task to be completed daily);</li> <li>➤ Conduct end of day processing as it pertains to credit and debit transactions;</li> <li>➤ Maintain a log of deposits sent to the bank;</li> <li>➤ Package funds for deposit for collection by Armored Car;</li> <li>➤ Assess student bills, monitor and reconcile students' balances daily;</li> <li>➤ Print and issue student bills daily upon presentation of class schedule or University identification from students;</li> <li>➤ Process all payments and queries in multiple systems daily;</li> <li>➤ Assist students who have daily queries concerning their balances while ensuring correct information is given;</li> <li>➤ Direct queries and inquiries to appropriate supervisory personnel as required;</li> <li>➤ Make photocopies and assist the Scholarship Team, when required;</li> <li>➤ Provide general assistance within the Accounts Receivable Department;</li> <li>➤ Assist scholarship with wire transfer payments;</li> <li>➤ Administer tuition payment plans and ensure collection of the same;</li> <li>➤ File for the cashiers' cage on a daily basis; and</li> <li>➤ Assist co-workers and perform other duties, as needed.</li> </ul>	
<p><b>REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:</b></p> <ul style="list-style-type: none"> <li>➤ Should have Microsoft Suite (specifically) skills and able to quickly learn other computer programs used in the department;</li> <li>➤ Must possess excellent customer relation skills to converse with external and internal customer;</li> </ul>	

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- Must be a self-motivated, reliable and dependable team player;
- Must be able to work under extreme pressure and deadlines.

### QUALIFICATIONS:

- Office Assistant's Certificate, OR approved equivalent AND five (5) years relevant work experience or Associate Degree in relevant area. Also accounting skills to the level of ACCA III (UB Fundamental Accounting I.)
- At least two (2) years' work experience in a similar position.

**DATE PUBLISHED:** September , 2019

**APPLICATION END DATE:** September , 2019

**DATE TO BE REMOVED:** September , 2019

**Requested Information:** Interested applicants should submit the following electronically

**to the Human Resources Department via the email address below:**

- A cover letter of interest highlighting work experience and accomplishments relevant to the position;
- Completed Employment Application Form ([www.ub.edu.bs/wp-content/uploads/2017/01/Application-for-Employment-Staff.pdf](http://www.ub.edu.bs/wp-content/uploads/2017/01/Application-for-Employment-Staff.pdf)) (**external applicants**)
- Current Curriculum Vitae or Résumé;
- Copies of qualifications and certificates;
- Copy of the relevant pages of a valid passport showing passport number, photo identification and expiration date; (**external applicants**)

**Email Address:**

[hrapply@ub.edu.bs](mailto:hrapply@ub.edu.bs)

**Attn: Vice President, Human Resources**

**Subject: Accounts Clerk II**

*The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Accounts Receivables Clerk II.*