



Fort Peck Community College
 PO Box 398
 605 Indian Ave
 Poplar, MT 59255
 406-768-6300

Job Title:	Accounts Receivable Clerk	Position Type:	Full Time
Location:	Business Office – Greet the Dawn	Date Closing:	Until Filled
Fax or E-mail resume to: (406) 768-6301 or ksears@fpcc.edu	Mail: Kylee Sears, HR Manager Fort Peck Community College P.O. Box 398 Poplar, Montana 59255 768-6315	Submit the following for employment: <ol style="list-style-type: none"> 1. Letter of Interest 2. FPCC Application 3. Resume' 4. College Transcripts 5. 3 Letters of Reference 	

Job Description

Job Purpose:

Responsible for all areas of student accounts receivable, assist in maintaining accurate accounting records, and collection of funds.

Duties:

- Greet and provide information and assistance to office visitors
- Generate tuition and fees charges for student accounts
- Maintains subsidiary accounts (Travel and Miscellaneous) by verifying transactions
- Receive and record payments for students and other College Departments
- Review student account balances to ensure accuracy and make adjustments as required
- Bill third-parties as required for student tuition and fees
- Complete periodic reports on status of accounts receivable
- Create and send monthly statements of student accounts
- Review past due balances, make collection calls and send collection notices
- Work closely with the financial aid office in reviewing student aid and charges before payments or refunds are released
- Run Student Stipends. Financial Aid transfers
- Import the Bookstore charges and book buyback refunds every semester
- Maintain files
- Other duties as assigned

Skills/Qualifications:

- Dealing with Complexity, Reporting Research Results, Data Entry Skills, Accounting, Attention to Detail, Confidentiality, and Thoroughness

Educational Qualifications:

- Minimum of Associates Degree
- Knowledge of Accounting

All new applicants are subject to a Pre-Employment Drug Screening & Background Check~