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

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Accounts Receivable Clerk</th>
<th>Position Type:</th>
<th>Full Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Business Office – Greet the Dawn</td>
<td>Date Closing:</td>
<td>Until Filled</td>
</tr>
</tbody>
</table>

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:
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~