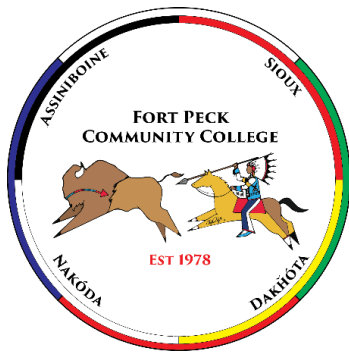


Fort Peck Community College
 PO Box 398
 605 Indian Ave
 Poplar, MT 59255
 406-768-6300

| | | | |
|--|---|--|--------------|
| 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: <div>1. Letter of Interest</div> <div>2. FPCC Application</div> <div>3. Resume'</div> <div>4. College Transcripts</div> <div>5. 3 Letters of Reference</div> | |
| Job Description | | | |
| Job Purpose: Responsible for all areas of student accounts receivable, assist in maintaining accurate accounting records, and collection of funds. | | | |
| Duties: <ul style="list-style-type: none">• 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: <ul style="list-style-type: none">• Dealing with Complexity, Reporting Research Results, Data Entry Skills, Accounting, Attention to Detail, Confidentiality, and Thoroughness | | | |
| Educational Qualifications: <ul style="list-style-type: none">• Minimum of Associates Degree• Knowledge of Accounting | | | |



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Non-Discrimination Notice

The Fort Peck Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Fort Peck Community College provides equal access to all individuals who meet the qualification to enroll in college classes: must have a High School diploma or equivalency or be a dual credit or early start student. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Elijah Hopkins, VP for Student Services
P.O. Box 398, Poplar, MT 59255
(406) 768-6371
ehopkins@fpcc.edu

Haven Gourneau, President
P.O. Box 398, Poplar, MT 59255
(406) 768-6310
hgourneau@fpcc.edu

For further information on notice of non-discrimination, visit <https://ocrcas.ed.gov/contact-ocr> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

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