



# Trinity Valley Community College

## Job Description

### Accounting Specialist- Accounts Receivable

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#### **COMMITMENT TO MISSION**

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

#### **PRIMARY PURPOSE:**

Perform accounts receivable functions for student accounts and non-student parties; assist with other Business Office operations as needed.

#### **REPORTS TO:**

Director of Accounting Services and Controller

#### **SUPERVISES:**

None

#### **EDUCATION AND EXPERIENCE QUALIFICATIONS:**

##### **EDUCATION REQUIRED:**

High school diploma or GED with specialized courses in accounting, business or closely related field

##### **PREFERRED:**

Associate degree

##### **EXPERIENCE REQUIRED:**

Two (2) years' experience in clerical accounting work or computerized business applications.

##### **PREFERRED:**

Experience in public higher education.

#### **OTHER LICENSES OR CERTIFICATIONS:**

None

#### **KNOWLEDGE AND SKILLS REQUIRED:**

- |  |                                    |
|--|------------------------------------|
| • Typing/Data Entry                                | • Bookkeeping                      |
| • Computer software proficiency – Microsoft Office | • Public speaking/Presenting       |
| • Operating equipment – office or otherwise        | • Basic Math                       |
| • Written and oral communication                   | • Attention to detail              |
| • Interpersonal and/or customer service skills     | • Time management                  |
|  | • Organization                     |
|  | • Budget and accounting principles |

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

#### **RESPONSIBILITIES:**

- Assist and answer questions from students, faculty, administration and general public regarding student account balances.
- Perform accounting internal control duties relating to scholarships entered into computer system.

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- Enter, maintain and process billing invoices and monitor collection of bills to student sponsorships from outside agencies, i.e., Texas Rehabilitation Commission, Texas Workforce Commission, WIA, THECB, , Texas Tomorrow Fund, and other entities for sponsorship.
- Create sponsorship billings related to Dual Credit and work closely with the Director of Dual Credit to ensure process is accurate and schools pay in a timely manner.
- Serve as main contact for students, employees, and staff for Touchnet regarding any problems as well as setting dates and procedures for installment contracts.
- Create sponsorship billing related to TDCJ and work closely with TDCJ's rehab division (RPD) and TVCC staff to ensure process is accurate and invoices paid timely.
- Prepare journal entries if needed regarding accounts receivables.
- Record monies received for student sponsorships into accounting system of student accounts.
- Process student refunds
- Place student accounts with the College's collection agency; serve as point of contact and liaison with the collection agency.
- Maintain overdue balance process including placing student accounts in overdue status and placing or releasing holds on student accounts.
- Perform fiscal year-end accounts receivable analysis and record related entries including calculating and recording bad debt expense and allowance for doubtful accounts transactions, excluding property tax receivables.
- Recommend enhancements to accounts receivable related policies and procedures; implement upon approval by the Controller.
- Serve as back up for the Accounting Clerk including maintaining the cash drawer and daily balancing of cash; assisting faculty, staff, students and the general public.
- Participate as required in the registration process.
- Coordinate the 1098-T process (Tuition & Fees Statements to students) in January of each year, working closely with IT and other Business Office personnel to ensure that program output is correct according to federal reporting requirements. Collect, interpret and input manual data; audit the various stages of the process; coordinate printing and mailing forms to students; respond to student concerns; track and resend forms as necessary.
- Other duties as assigned by the Director of Accounting Services and Controller, or other appropriate supervisory personnel.

#### WORKING CONDITIONS:

##### TOOLS/EQUIPMENT USED:

- Standard office equipment
- Personal computer and peripherals
- Calculator
- Multi-line phone system
- Copier
- Fax machine

##### PHYSICAL DEMANDS:

- Requires: Climbing, stooping, walking, finger dexterity, talking, seeing, repetitive motions, sedentary work, computer work, and light work.
- Subject to: Kneeling, standing, and grasping
- May need: Pulling, lifting, and medium work
- Occasionally need to: Reaching, and hearing

##### MENTAL DEMANDS:

- Environmental: Less than 25% of the time
- Emotional control under stress 25%-50% of the time
- Frequent interruptions more than 50% of the time

##### OTHER DEMANDS:

None

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*The above job description has been reviewed with the employee and it was explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*Approved: 7/18/01*

*Revised: 03/08/2022*

<b>Classification:</b>	Staff	<b>Coordinating/Non-Coordinating:</b>	NC
<b>FLSA Status:</b>	Non-Exempt	<b>TVCC Job Code:</b>	1707
<b>DBM:</b>	B	<b>Travel Required:</b>	Less than 25% of the time
<b>IPDEDS/SOC CODE:</b>	43-3021	<b>Employment Status:</b>	Full-Time
<b>Salary Range:</b>	135	<b>Length:</b>	12 Months
<b>FUND:</b>	001	<b>TRS POS. CODE</b>	TRS 01

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