Moore College of Art and Design
Job Posting

Status: Exempt

Job Title: Accounts Receivable Coordinator

Reports To: Controller

Benefits: Moore College of Art & Design offers a time off package consisting of 41 days paid throughout the year for holidays, winter break, vacation and personal days. In addition, we provide 2 weeks of sick time and offer a great benefit package including health, dental, and a 403b plan with an immediate match and 100% vesting, just to name a few.

Purpose: The Accounts Receivable Coordinator is responsible for maintaining student accounts, recording all monies received and assisting the Executive Assistant with phones and greeting visitors.

Requirements:

- Some College required; Associate or Bachelor's Degree preferred.
- Accounts Receivable experience in an automated accounting setting **or** extensive accounting/bookkeeping experience and knowledge of the A/R process **or** extensive customer service experience in a retail, banking or similar setting involving cash handling.
- Computer experience including automated accounting systems, data entry, Word, and Excel or similar programs.
- Ability to work as part of a team and to provide a high level of customer service to staff, faculty and students.
- Strong ability to communicate with students regarding their invoices and payments.

Responsibilities:

1. Cash Receipts
    a.) Record all monies received by entering them into the accounting system; balance all cash receipts batches.
    b.) Prepares all bank deposits and delivers them to bank.
    c.) Maintenance of all cash receipts files including paper files and computer files.
2. Student Accounts:
    a.) Handle all student, parent or department inquiries regarding the status of payments, account balance, or refund checks.
    b.) Communicate with the Financial Aid Office and the Registrar's Office on an ongoing basis to ensure accuracy and timeliness of student account updates.
    c.) Assist in the collection process.
    d.) Maintenance of all student A/R files including paper files and computer files.
    e.) Preparation and distribution of student refund checks, parent refund checks and Return to Lender checks.
    f.) Coordinate the Student Clearance Process each semester.
    g.) Process 1098 T's and health insurance.
3. Answer phone/greet visitors and take messages for other Business Office employees as necessary.
4. Assist other Business Office employees during non-peak periods or as instructed.
5. Handle all other duties, projects or assignments as assigned.

To Apply:
Interested candidates send your resume and cover letter with salary requirements to: Moore College of Art and Design; Attn: Director of Human Resources; email: HR@Moore.edu.

The College adheres to the principle of equal educational and employment opportunity without discrimination on the basis of race, color, religion, age, national or ethnic origin, sexual orientation, gender identity or expression, handicap or disability, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law in the administration of its educational policies, scholarship and loan programs, and other College-administered programs and employment practices. Retaliation is also prohibited.

To read our full compliance statement please visit: http://moore.edu/about-moore/non-discrimination-504-titleix