

Sul Ross State University

Position Description

Official Title: Accounting Assistant/
Collections

Salary Group: 7

Job Code: 4042

Summary

Function: Provides responsible accounting and clerical skills for the performance of collecting loans, tuition and fees and other accounts receivable as directed by the Collections Supervisor.

Scope: Responsible for assisting in various accounting tasks in managing student loans, tuition installment loans, and other university receivables.

Duties

Essential: Assist Collections Supervisor in the collection management of all University-administered student loan programs and third party billing and collections; maintaining student loan balances, reconciling balances with the general ledger and correcting when required; monitor bankrupt accounts insuring compliance with statutory rules and regulations; working with agencies for collection of accounts; coordinate loan collection activities between the University and outside services. Counsels with students regarding outstanding debts to the institutions, develop individualized repayment plans; places and removes holds and waivers where appropriate. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: May make direct contact regarding delinquent accounts, may conduct inventory, assist with registration; perform duties unique to the department and other duties as assigned.

Supervision

Received: General instructions and work periodically reviewed on detailed or new assignments by Collection Supervisor.

Given: May supervise clerical personnel and student employees.

Education

Required: High school graduate or equivalent with course work in bookkeeping.

Preferred: College course work in accounting.

Experience

Required: Two years experience or training in accounting, accounts receivable, or collections.

Preferred: Some or all experience gained at a university, preferably state supported.

Equipment/Skills

Required: Computer skills, calculator, typewriter and other standard office machines.

Preferred: Advanced computer skills.

Working Conditions

Usual: office conditions; standard hours. This position is Security Sensitive.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: September 2016