



American Samoa Community College
Finance Division
EMPLOYMENT OPPORTUNITY

Position Title: **Credit and Collection Specialist**
Employment Status: Full Time 12 months (Career Service)

General Description:

This position is directly under the supervision of the Business Office Manager. The Credit and Collection Specialist's primary responsibility is to collect and negotiate the execution of payment plans for any student incurring debt relating to tuition and/or registration fees; maintain systematic collection efforts that include phone calls, emailing, sending out written notices, etc.; maintain accurate student files; set-up PERCs or hold in the Datatel system for students with outstanding debts; and collect monies owed to the American Samoa Community College for various educational activities.

Responsibilities and Duties:

- Review the AR Aging report.
- Practice professionalism through behavior, attitude and appearance.
- Consult students regarding available financial assistance options.
- Set-up payment plans.
- Create and maintain a file for every student with an outstanding debt.
- Send out payment reminder notices.
- Follow-up on payments to ensure that payments are up-to-date.
- Reconcile soft and hard copy accounts to ensure accuracy and up-to-date information.
- Implement PERC for students on a payment plan.
- Prepare collection reports.
- Perform other duties as assigned by the Business Office Manager and Financial Officer.

Minimum Qualifications:

- Associate degree.
- With two to four (2-4) years of administrative work experience in a related field.
- Knowledge and skills in basic accounting, aging and safeguarding monies, etc.

Salary Range: GS-12/08-15: \$ 18,323.00 - \$ 22,873.00 per annum.

Application Deadline: March 9th, 2020 no later than 4:00pm

Applications are available from American Samoa Community College, Human Resources Office at 699-9155 Ext. 374/456/460/466 or by emailing Silaulelei Saofaigaalii at s.saofaigaalii@amsamoa.edu or ascchumanresources@amsamoa.edu.

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