



American Samoa Community College
Finance Division
EMPLOYMENT OPPORTUNITY

Position Title: Credit & 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:

Administrative

- 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

Technical

- Send out payment reminder notices
- Follow up on payments to ensure that payments are up-to-date via phone and email
- Reconcile soft and hard copy accounts to ensure accuracy and up-to date information

Planning

- Implement PERC for students on a payment plan
- Maintain records of contacts and attempted contracts with delinquent accounts and recommend proper actions

Reporting

- Perform other duties as assigned by Business Office Manager, Assistant Financial Officer, and Financial Officer
- Prepare collection reports, providing the statuses of unpaid accounts for planning purposes
- Post payments by recording cash and check collections in the system

Minimum Qualifications:

- Associate's degree
- Two (2) – four (4) years of administrative work experience in a related field
- Professional knowledge in Basic Accounting, aging, and safeguarding money, Microsoft Office Software, Fluency in English and Samoa, Good communication and writing skills, customer service experience

Salary: GS-09/06-10:\$22,240.00 - \$25,360.00 per annum

Application Deadline: July 3rd, 2024 no later than 4:00pm

Applications are available from the American Samoa Community College, Human Resources Office at 699-9155 Ext. 460/466/456/474, 699-2722 ext 3601/3602/3603/3604/3605/3606 or online at www.amsamoa.edu/employmentopportunities or by emailing ascchumanresources@amsamoa.edu.

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