



**American Samoa Community College**  
Finance Division  
**EMPLOYMENT OPPORTUNITY**

**Position Title:** Accounts Receivable Specialist  
**Employment Status:** Full Time 12 months (Career Service)

**General Description:**

This position is directly under the supervision of the Business Office Manager of the American Samoa Community College (ASCC). The Accounts Receivable Specialist will perform cashier and accounting functions such as conducting monetary transactions; reconciling accounts and records; posting student schedules; preparing student ledger calculations for financial aid account(s); preparing financial aid disbursing requests; preparing calculation for students' financial aid checks; maintaining accurate records/files; and performing other tasks as assigned. He/she must be able to communicate effectively, provide quality customer service, and maintain professional work ethics at all times.

**Responsibilities and Duties:**

**Administrative**

- Review AR to ensure compliance.
- Maintain accurate records of students' files as well as other related files.
- Practice professionalism through behavior; attitude and dress.
- Perform other duties as assigned.

**Technical**

- Follow established procedures for processing receipts, cash, etc.
- Disburse student checks such as financial aid and work study payroll.
- Reconcile accounts and related records.
- Print student schedules.
- Prepare student ledger calculation for students' financial aid checks/payments.
- Prepare student calculations and set up student payment plan/agreements.
- Collect registration fees and tuition payments.
- Collect and receipt any and all payments received at the business office.
- Collect vendor payments
- Communicate effectively with students, vendors, the general public and co-workers.
- Provide quality customer service to students, faculty, vendors and the general public.

**Reporting**

- Prepare collection and daily deposits
- Generate Aging Analysis

**Minimum Qualifications:**

- High School Diploma or some college, or Associate's degree

- Three to five (3-5) years of work experience in a related field.

**Salary:** GS12/08-12: \$18,323.00 - \$20,923.00 per annum

**Application Deadline: June 1<sup>st</sup>, 2021 no later than 4:00pm**

Applications are available from American Samoa Community College, Human Resources Office at 699-9155 Ext. 474/456/460/466 or by emailing Silaulelei Saofaigaalii at [s.saofaigaalii@amsamoa.edu](mailto:s.saofaigaalii@amsamoa.edu) or [ascchumanresources@amsamoa.edu](mailto:ascchumanresources@amsamoa.edu)

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