



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

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

General Description:

The Accounts Receivable Specialist 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 calculations 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 a professional work ethic at all times.

Responsibilities and Duties:

Administrative:

- Maintain accurate records of students' files, financial aid batch files, and student payment files, as well as other related documentation
- Practice professionalism through behavior, attitude and dress
- Perform other duties as assigned

Technical:

- Reconcile Accounts Receivable Aging to ensure compliance
- Follow established procedures for processing payments, receipts and handling cash on a daily basis
- Disburse student checks such as financial aid and work study, as well as vendor checks
- Reconcile accounts and related records
- Print student schedules
- Prepare student ledger calculations for students' financial aid checks/payments
- Prepare student calculation 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:

- Associate's degree in accounting, business, or related.
- Must have three (3) to five (5) years of demonstrated experience in the accounting and finance field

- Computer literate in various program software, and
- Possess proficient communication, organizational and coordination skills

Salary Range: GS-09/07: \$23,020.00 - \$25,360.00 per annum

Application Deadline: September 21st, 2023 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 by emailing ascchumanresources@amsamoa.edu.

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