Accounts Receivable Specialist (full-time, 35 hours/week)
Enrollment Management
Position 101488

**Position Summary:** The Office of Enrollment Services serves students, alumni, staff, faculty and the general public in the areas of student records, registration, and student financial services. The employee serves as a member of the enrollment services accounts receivable team to ensure the collection of student tuition and fee revenue.

**Essential Responsibilities Include:** Under the leadership of the Assistant Director for Accounting Services, the Accounts Receivable Specialist performs accounts receivable functions in accordance with standards set by the Director and Assistant Director such as: Audits accounts with outstanding balances; Manages daily Perkins loan processes; Collaborates with other CUA departments to resolve questions about charges, credits, and financial aid on accounts; Meets with students and parents to explain accounts and payment options; Contacts students/former students with outstanding tuition and loan balances to set up payment arrangements; Coordinates the assignment of overdue accounts with external collection agencies; Certifies and processes loan verification certificates and applications for federal student loan consolidation; Sends payments for Perkins and institutional loans to loan servicer for posting; Performs skip tracing on delinquent loan accounts; Manages collections communications processes; Audits and processes payments between collection agencies and loan servicer; Complies with all university policies and federal and District of Columbia regulations for all functions; Maintains a collaborative working environment with all team members; Provides excellent customer service to all constituencies of Enrollment Services; Assists the student services team as needed to ensure adequate coverage for the service area and the telephones in accordance with standards set by the Director of Constituent Services and the Assistant Director for Student Services; Assists the processing team as needed; Performs other related duties as assigned.

**Minimum Qualifications:** Bachelor Degree required. At least two (2) to four (4) years accounts receivable experience. Proficiency with Microsoft Office software applications required. Experience working in an academic environment preferred. Experience with enterprise-wide information system preferred.

Qualified candidate will have the aptitude for developing proficiency using comprehensive information systems. Attention to detail with strong analytical skills. Excellent oral and written communication skills with a focus on customer service. Ability to move quickly among various functions and responsibilities and to use sound judgment and escalate issues when appropriate.

**How to apply:** forward application, resume, and cover letter: CUARecruitment@cua.edu. Reference position 101488 in subject line or on application. Position closes on 4/7/15.

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