



Accounts Receivable Specialist (full-time, 35 hours/week)
Enrollment Services
Position 102018

Position Summary: The Accounts Receivable Specialist 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, performs accounts receivable functions in accordance with standards set by the Director and Assistant Director such as: Audit accounts with outstanding balances; Collaborate with other CUA departments to resolve questions about charges, credits, and financial aid on accounts; Meet with students and authorized payers to explain accounts and payment options; Contact students/former students with outstanding tuition and loan balances to set up payment arrangements; Monitor accounts with payment arrangements to ensure compliance or agreements; Coordinate the assignment of overdue accounts with external collection agencies; Certify and process loan verification certificates and applications for federal student loan consolidation; Send payments for Perkins and institutional loans to loan servicer for posting; Respond to information requests and customer dispute notifications from credit bureau agencies; Request skip tracing information from the student's loan file and credit bureau agencies on delinquent loan accounts; Manage demand letter processes; Process monthly collections company and loan servicer payments. 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.

Minimum Qualifications: Bachelor's Degree with one (1) to two (2) years accounts receivable experience. Experience working in an academic environment preferred. Will accept five (5) years of accounts receivable experience in lieu of the educational requirements.

How to apply: forward application, resume, and cover letter with salary requirements as an attachment to (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position **102018** in subject line of email. **Please do not include photos** on resumes and save documents with first/last names. All applicants must be supportive **of the mission and vision of *The Catholic University of America***. Position open till filled.

THE CATHOLIC UNIVERSITY OF AMERICA
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