

# UNIVERSITY OF DALLAS

Accounts Receivable & Collections Clerk

Job Number: 7655UD

**Business Office**

**Date Posted: August 13, 2019**

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## **WHO WE ARE**

The University of Dallas is a private university that leads in academics and has been consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the top 10 Catholic colleges in the West and Forbes' Best Value Colleges. We thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

## **JOB DESCRIPTION**

UD is currently seeking an Accounts Receivable & Collections Clerk who supports day-to-day operations of the accounts receivable area. Provides general information, receive and record cash receipts, reconcile cash drawers and is custodian of petty cash fund.

## **PRIMARY RESPONSIBILITIES**

- Reconcile multiple payment portals including but not limited to Cashnet and Authorizenet.
- Assist staff members with work study scheduling, training, and general oversight.
- Monitor work study budget, provide analysis, and generate reports as needed.
- Make collection calls on delinquent accounts.
- Serve as backup staff member to AR Clerk and AR Financial Assistant to execute department functions as needed.
- Receive visitors and phone calls, providing general information to customers and referring non-routine inquires to the appropriate staff member.
- Reconcile cash drawers and prepare summary sheet for all cash drawer session each day.
- Hand out AP checks
- Post payments for third party collection software.
- Posting of charges on to the student accounts.
- Posting of payments for student accounts and miscellaneous transaction.
- Scan document into system.
- Process return checks to student A/R or journal entry to charge department. Assist in account reconciliations
- Back up to Accounts Receivable function and assist with other duties as assigned.

## **MINIMUM REQUIREMENTS**

- High School Diploma or GED and two (2) years of college with concentration in Accounting, Finance, or related field required, Associate or Bachelor degree in Accounting, Finance, or related field preferred.
- Two (2) years of experience in an Accounts Receivable, Accounts Payable, Collections, or related role.
- Experience or knowledge of payroll, payment posting, account reconciliation, or other business office functions desirable.

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## **BENEFITS**

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; free tuition for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

**The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.**

**The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.**