POSITION TITLE: Accounts Receivable Coordinator

JOB CLASS: Staff

SUPERVISOR: Accounting Supervisor

CLASSIFICATION: Full Time

LOCATION: DeLand

DEPARTMENT: Finance Office

POSITION OVERVIEW:

The Accounts Receivable Coordinator is responsible for receiving and posting into the system all departmental deposits; this includes cash, checks, credit cards and electronic funds. You will provide support to all cashiers at DeLand and Celebration campuses. Coordinate with the COL with daily closing sessions. You will run end of day balance reports and prepare daily bank deposits and coordinate sending funds to the bank. You’re responsible for invoicing all Commercial Receivables and Retiree Insurance premiums. All forms of E-commerce will be your responsibility. Within our merchant platform, you will set-up users, monitor web payments, and the reconciliation of all merchant services. You will meet with departments to determine credit card hardware/software needs; which will include ordering and programming terminals, training staff and troubleshooting with our Merchant Service provider.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:

- This position requires initiative and strong organizational skills along with the ability to multitask.
- Strong communication and management skills with a commitment to customer service.
- Must be proficient in Microsoft Office and knowledge of SCT Banner is desired.
- Solid understanding of basic accounting principles and reconciliation
- Proven ability to calculate, post and manage accounting figures and financial records
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted. Keep track and process accounts and incoming payments in compliance with the university’s policies and procedures.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

The Accounts Receivable Coordinator is responsible for receiving and posting into Banner all departmental deposits; this includes cash, checks, credit cards and electronic funds.

- Provide assistance to all departments regarding previous and current deposit information
- Distribute posted cash transmittal receipts to departments
- Process petty cash requests and reconcile cash drawer
- Disburse and reconcile departmental petty cash funds

Provide support to all cashiers at DeLand and the Celebration campus

- Offer training in Banner forms
- Provide deposit supplies
- Organize and maintain all cashier’s daily backup records
POSITION TITLE: Accounts Receivable Coordinator

E-Commerce is the preferred method of payment
- Coordinate with departments and Marketing’s webmaster to build a webpage payment portal.
- Prior day’s transactions auto generate reports that are used to post department revenues and to reconcile all transactions.
- Coordinate with departments that require access to Virtual Terminals that include; user ID, access restrictions, training and support

Run end of day balance reports and prepare daily bank deposits
- Scan and capture check deposits through the bank’s -Electronic Deposit Module
- Close all cashier sessions in Banner
- Feed daily work to General Ledger
- Verify all deposits are posted correctly to General Ledger
- Prepare daily accounting feed report for bank reconciliations
- Daily reconciliation of cash drawer
- Notify Public Safety for bank run

Responsible for invoicing all Commercial Receivables
- Access Banner for charges and send monthly invoices
- Collect Auxiliary Housing deposits and rents; post to appropriate accounts
- Post payments onto the individual’s receivable account
- Prepare miscellaneous invoices for departments

Responsible for Retiree Insurance Benefits Receivable
- Maintain ACH debit templates and process’ for bank software
- Prepare upload for charges and payments into the AR Banner module
- Post payments onto the individuals receivable account
- Respond to all retiree questions regarding payments
- Coordinate with HR on any changes

Monthly
- Coordinate the timely closeout of all cashiers for the month end AR balancing process
- Reconcile all GL “deposit” accounts
- Reconcile all GL AR accounts

Yearly
- Perform a yearly on-site audit of all departmental petty cash accounts
- Provide documentation to auditors each year for all deposits

APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

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