

**JOB ANNOUNCEMENT**  
**Accounts Receivable/Student Accounts Specialist**  
**(FT, 12 months)**

<b>Opening Date:</b>	June 10, 2022
<b>Review Date:</b>	June 27, 2022
<b>Closing Date:</b>	Open until filled
<b>Start Date:</b>	<b>As soon as possible</b>
<b>Location:</b>	Lummi main campus
<b>Salary:</b>	<b>\$40,555 Max DOE</b>

The salary placement upon hire is based on the selected candidate's education and relevant work experience as outlined in the job announcement and the established salary schedule for the classification of position to be filled.

*Northwest Indian College hiring practices include adherence to the Indian Preference Act (Title 25, U.S. Code, Section 473). NWIC supports and provides equal opportunity employment and educational opportunities without regard to race, color, religion, national origin, sex (including pregnancy), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information.*

**SCOPE OF WORK**

The Accounts Receivable/Student Accounts Specialist has two primary responsibilities: 1) perform accounting-related duties, which may include responsibility for a specialized unit in a fiscal function and 2) communicate with former students who have overdue accounts in an attempt to collect all or a portion of the balance owed. This position receives general supervision from accountants or higher-level fiscal personnel and may direct others in specialized or repetitive work. The incumbent is the lead accounts receivable technician for all related activities in accounts receivable maintenance and collection activities. Student accounts support duties include, but are not limited to, providing alternative solutions for payment plans, maintaining contact information in student files, working with NWIC accounting system and reporting software, and preparing reports for immediate supervisors and administration.

**DUTIES & RESPONSIBILITIES**

**Accounts Receivable:**

- Perform all accounts receivable accounting duties for the College.
- Review and check work for procedure and accuracy; investigate discrepancies; correct errors.
- Follow up on inquiries or problems made to the supervisor.
- Reconcile the accounts receivable subsidiaries.

- Authorize, review, or enter fiscal transactions in one or more journal; supervise or perform posting to various ledger accounts; make adjusting and closing entries; assist in the preparation of periodic fiscal reports and statements.
- Maintain and post records, enter changes, compile periodic reports for accounts receivable or other specialist accounting activities.

### **Student Accounts Support:**

- Assist in the evaluation of the impact of student collections policy and procedures with immediate supervisor; assist students with payment plans and accessing resources.
- Collect data to demonstrate an increase in the tuition collection rate and a correlation with student retention and completion, including the number of students that were able to return to college due to the removal of holds on registrations.
- Responsible for all student financial aid and scholarship check entry and distribution
- Create priority list of student accounts that will be given attention.
- Review history of individual student accounts before contact.
- Contact individuals by phone, email or other means.
- Track individual payment compliance.
- Maintain confidentiality of all finance office transactions.

### **General**

- Maintain positive working relationships with contacts, vendors and all employees.
- A strong focus on providing a high level of customer service to everyone is expected in this position.
- Operate a variety of office machines and calculators, and ability to use computer applications for word processing and spreadsheet development for reports.
- Perform any duties assigned to other staff on a cross-train or back-fill basis.

### **SUPERVISOR RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **QUALIFICATIONS to perform the position successfully:**

#### **Minimum Qualifications:**

- High School Graduate or GED
- Two years of professional level accounting experience specifically in an accounts receivable accounting setting.
- Requires computer software proficiency at a high level, particularly in Excel, and comprehension of computer knowledge.
- Excellent written and verbal communication skills.
- Excellent interpersonal skills.
- Ability to work in a team environment in order to achieve strategic and departmental goals.
- Ability to maintain confidentiality.
- Excellent organizational skills with the ability to handle multiple tasks.
- Consistent and regular attendance.

#### **Preferred Qualifications:**

- Associate's degree in Accounting or related field.

- Previous experience working with Native Americans in a college setting or in the community.
- Experience with and sensitivity to Native American people and cultural customs.

**Other Qualifications:**

- Must have a current driver's license and a driving abstract that meets employer qualifications for insurability.

**APPLICATION PROCESS**

Interested individuals should submit the following application materials directly to the NWIC Human Resources Office only.

1. Cover letter addressing how you meet the position qualifications
2. NWIC Application
3. NWIC Equal Employment Opportunity (EEO) form
4. Current and complete professional resume
5. Copies of college transcripts (*can submit unofficial copies at time of application*)
6. Three letters of recommendation from persons, who are not members of your immediate family, who have firsthand knowledge of your qualifications for the position
7. If applicable to the position, provide copies of certificates/licenses/credentials

The job announcement and application forms are available online at [www.nwic.edu/about-nwic/employment](http://www.nwic.edu/about-nwic/employment) or may be requested from and submitted directly to:

Human Resources  
Northwest Indian College  
2522 Kwina Road  
Bellingham, WA 98226-9278  
Telephone/Fax: 360.392.4230  
Email: [employment@nwic.edu](mailto:employment@nwic.edu)