

**COLORADO NORTHWESTERN COMMUNITY COLLEGE  
JOB DESCRIPTION**

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**POSITION TITLE:** Accounts Receivable

**DEPARTMENT:** Business Department

**REPORTS TO:** Assistant Controller

**SUPERVISES:** N/A

**FLSA:** Exempt  X  Non-Exempt \_\_\_\_\_

**DOCUMENT STATUS:** New/Date:  12/08/2022  Revision #:  3  Date:  4/26/2023

**TRAVEL:** Travel to and from our Craig Campus and/or other service locations is required

**SALARY:** \$40,000.00 - \$45,000.00/year (Salary is commensurate with education and experience)

*Excellent benefit package including retirement and health insurance is available.*

**SICK LEAVE:**  10  hours/month **ANNUAL LEAVE:**  15  hours/month

**COLLEGE-WIDE**  X  **CAMPUS:**  X  **RANGELY**   **CRAIG**

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**ABOUT COLORADO NORTHWESTERN COMMUNITY COLLEGE:**

Colorado Northwestern Community College (CNCC) fosters educational excellence and student success, prepares students for local and global citizenship, anticipates and responds to the needs of surrounding communities, and contributes to evolving regional economic development. CNCC is a small, rural community college located in Northwest Colorado with campuses located in Rangely, CO and Craig, CO. CNCC offers an exceptional experience to employees with outdoor activities, wildlife, and small rural communities.

The College has various unique programs including Aviation Technology (Flight), Aviation Maintenance Technology, National Park Service Academy and the Paleontology Plan of Study. We also offer great opportunities for our students in Nursing, Dental Hygiene, Emergency Medical Services and Automotive Technology. The college provides AA, AS, AAS, and certificate programs so students have excellent choices in their degree plans.

**GENERAL SUMMARY:**

Management and provision of cash services, student accounts receivables. Responsible for collecting, recording, and posting revenue. Assist students with school billings, verifying financial aid or fundings. Prepare and send out billings for payments. Collection coordinator determining which accounts need to be sent to collection agencies or written off. Approve and post refunds. Work with other campus and system departments to implement procedures and/or problem solve. Serve as backup to lead cashier and bookstore manager.

**PRIMARY DUTIES:**

1. Formulate and maintain cashier detail codes and rate tables for Banner.
2. Review bank accounts for incoming revenues, work with departments and controller to ensure funds are posted to appropriate fund accounts.
3. Implement cash handling policies and procedures to use for internal control purposes, monitor workflow, timeliness, correctness, and soundness of outreach areas such as the campus stores, cashiering, COSMO and Auto Tech.
4. Design and implement spreadsheets to record and aid with balancing revenues with department and banks.

5. Work with other departments to ensure that necessary detail codes and attributes are in place to charge or credit accounts appropriately.
6. Prepare and design a payment plan that is within school standards and meets the students' needs.
7. Assist flight students with setting up and understanding flight accounts as well as communicating information with the airport.
8. Assist with COF, district tuition and outside agency agreement issues. Prepare and send out billings for all students.
9. Work with outside agencies collecting billing authorization and billing information. Also work with other departments for specialized billing for kids, ECE, PSEO, safety training and other types of billing.
10. Review past due accounts, prepare files on each account, send out appropriate documentation and determine which accounts need to be sent to collections. Determine with the collection agencies which accounts need to be written off. Verify write off list, make recommendations and send to Controller for approval. Verify reports from collection agencies with the school to insure accounts are in balance.
11. Pull credit reports and verify accounts for refunds. Approve and post refunds. Verify refund returns and work with Finance Aid and AP to resolve.
12. Separate and file all receipts and documentation. Separate mail, post bank transactions, and communicate with bank on NSF checks, credit cards, ACH's and misc. items.
13. Pull reports from My FBO and post charges to student flight accounts. Verify and balance with Banner.
14. Work closely with Business Office to assist, train and serve as back up.
15. Strong communication skills, listening as well as explaining with internal and external customers.

**ESSENTIAL SKILLS, ABILITIES & KNOWLEDGE:**

- PC experience with Excel, Word, and other Microsoft application software.
- Experience with on-line computer accounting systems, especially Banner as it relates to A/R and Budget.
- Other office skills include: calculator (by touch), photocopy machine, and phone.
- Experience and knowledge with fund accounting and governmental accounting standards and requirements.
- Telephone conversation and public relations skills to contact with students and parents
- Resolve internal and external issues and complaints in a calm and professional manner.
- Audit experience including the ability to recognize potential internal control weaknesses
- Good letter writing skills, internal and external.
- Ability to interpret procedures and documentation.

**MINIMUM/ESSENTIAL QUALIFICATIONS:**

1. **Education and Training:**
  - AA/AS from an accredited College. Degree in Business/Accounting is preferred.
2. **Prior Related Experience:**
  - Two years of full-time experience working in a business or accounting office
3. **Licensure/Certification:**
  - Bondable
4. **Equipment Skills:**
  - Per above description.

**PREFERRED QUALIFICATIONS:**

**1. Education and Training:**

- BA/BS Degree in Accounting or closely related field from an accredited College or University CPA Certificate from AICP A and State

**APPLICATION INSTRUCTIONS:**

All interested and qualified applicants are asked to submit a cover letter, resume and three letters of recommendation, along with a completed Colorado Northwestern Community College application for exempt employment to the Department of Human Resources.

**Colorado Northwestern Community College is an Equal Opportunity Employer**

Colorado Northwestern Community College prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120.

The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Colorado Northwestern Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs. The College has designated Jennifer Rea, Associate Director of Campus Life, as its Title IX/EO Coordinator and David Hardman, Vice President of Student Services, as its Interim ADA/Section 504/Title II with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions regarding Title IX/EO please contact Jennifer Rea, at (970) 675-3229 or [jennifer.rea@cnc.edu](mailto:jennifer.rea@cnc.edu) and for questions regarding ADA/Section 504/Title II please contact David Hardman at 970-675-3215 or [david.hardman@cnc.edu](mailto:david.hardman@cnc.edu). Reasonable accommodations are available. To request a reasonable accommodation, please contact Angela Miller, Human Resource Manager, at 970.675.3235 or [angela.miller@cnc.edu](mailto:angela.miller@cnc.edu).

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

Title IX/EO Coordinator

Name: Jennifer Rea  
Address: 500 Kennedy Drive, Rangely, CO 81648  
Phone: 970.675.3229

Deputy Title IX Coordinator

Name: Angela Miller  
Address: 500 Kennedy Drive Rangely, CO 81648  
Phone: 970.675.3235

Deputy EO Coordinator

Name: Angela Miller  
Address: 500 Kennedy Drive Rangely, CO 81648  
Phone: 970.675.3235

Interim ADA/Section 504/Title II Coordinator

Name: David Hardman  
Address: 500 Kennedy Drive, Rangely CO 81648  
Phone: 970.675.3215

## ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable

R = Rarely

O = Occasionally

F = Frequently

C = Continually

(less than ½ hour per day)

(1/2 - 2.5 hours per day)

(2.5 - 5.5 hours per day)

(5.5 - 8 hours per day)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting				X		
Stationary Standing				X		
Walking				X		
Ability to be Mobile				X		
Crouching (bend at knees)		X				
Kneeling/Crawling		X				
Stooping (bend at waist)	X					
Twisting (knees/waist/neck)	X					
Turn/Pivot		X				
Climbing	X					
Balancing		X				
Reaching Overhead	X					
Reaching Extension		X				
Manual Dexterity		X				
Pushing/Pulling						
1 - 10 lbs.		X				
11 - 20 lbs.		X				
21 - 35 lbs.	X					
36 - 50 lbs.	X					
51 - 75 lbs.	X					
76 - 100 lbs.	X					
Lifting/Carrying						
1 - 10 lbs.			X			
11 - 20 lbs.			X			
21 - 35 lbs.	X					
36 - 50 lbs.	X					
51 - 75 lbs.	X					
76 - 100 lbs.	X					

<b>Other physical demands:</b>						
<b>Sensory Requirements</b>	<b>N A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Describe any job duty that requires repetition or a unique application of the activity.</b>
Talking in Person					X	
Talking on Telephone					X	
Hearing in Person					X	
Hearing on Telephone					X	
Vision for close work					X	
Other Sensory Requirements					x	
<b>Environmental Requirements</b>	<b>N A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Comments</b>
Safety requirements (i.e. clothing, safety equipment required, activities performed)			X			
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)		X				
Operation of equipment, tools, vehicles			X			
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)	X					
Other environmental requirements:	X					

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This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

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Employee Review: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Review: \_\_\_\_\_ Date: \_\_\_\_\_

