

Accounts Receivable Assistant Simmons University

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Posted Apr. 12, 2019, set to expire Aug. 9, 2019

Job Title	Accounts Receivable Assistant
Department	Business
Institution	Simmons University Boston, Massachusetts
Date Posted	Apr. 12, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Fiscal Services
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Job Description

Accounts Receivable Assistant

Main Campus - Boston, MA

R05834

We are looking for an Accounts Receivable Assistant to join our Student Financial Services (SFS) team at Simmons University. Reporting to the Bursar, the Accounts Receivable Assistant will serve as the first point of contact for students in understanding their rights and responsibilities regarding their financial obligations to the University. From responding to questions to managing account statements, the Accounts Receivable Assistant will play a critical role in the day-to-day functions of the Student Financial Services office.

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The ideal candidate will have a strong background in customer service, attention to detail and organization skills. As a University committed to diversity, equity and inclusion, we seek candidates with a demonstrated ability to work with individuals across a broad range of social and personal identities, abilities and perspectives.

Responsibilities:

- * Provide exceptional customer service to students and parents regarding the details of the student account by communicating in person, via phone, email, fax or mail;
- * Track confidential documents, route inbound telephone calls, monitor accounts receivable email inquiries;
- * Act as a liaison between Student Financial Services staff and students/parents, assisting with billing inquiries;
- * Use professional discretion when escalating more complicated issues to the appropriate Student Financial Services staff member when necessary;
- * Support the operational workflow of Student Financial Services by efficiently tracking and filing confidential student account documents received via mail, email and fax;
- * Perform weekly batch communication processes including the assessment of late fees and holds, the generation of paper and electronic student account statements, third party invoicing, fee assessments, waivers and general administrative tasks as assigned.
- * Ensure that the information contained in Student Financial Services' communications is accurate and delivered in a timely manner;
- * Order office supplies for the Student Financial Services staff as needed and ensures that sufficient inventory is available for large scale mailings that occur regularly throughout the year;
- * Serve as the liaison between SFS and the Copy/ Mail Center to ensure that office handouts/forms, envelopes, letterhead, business cards, etc. are ordered as needed and that orders are completed as on time, as requested;
- * Provide administrative support to Accounts Receivable staff;
- * Perform related responsibilities as required.

Qualifications:

- * Bachelor's degree or equivalent professional experience;
- * A minimum of 1 year of relevant work and/or internship experience;
- * Excellent communication and interpersonal skills, written and verbal;
- * Ability to work in a fast-paced environment;
- * Strong time management and prioritization skills;
- * Exceptional attention to detail;

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* Previous customer service experience.

Required Application Materials:

- * Resume
- * Cover Letter

[url=https://apptrkr.com/get_redirect.php?id=1437899&targetURL=http://www.simmons.edu/~media/Simmons1-2018-Salary-Grades-and-Ranges.ashx?la=en]Salary Grade H04

Instructions to Applicants: Please upload all applicable application materials (e.g. resume/cv, cover letter, writing sample, teaching philosophy, etc.) in the "Resume/CV" box on page 2 ("My Experience") of this application. Documents can be uploaded individually or as a combined document (e.g. PDF).

Simmons University is committed to inclusive excellence in all aspects of an individual's community experience. As a university committed to diversity, equity, and inclusion, Simmons encourages applications from all under-represented groups. Simmons is committed to creating, developing, promoting, and enhancing inclusive hiring practices-at all levels, for all positions-ensuring diverse talent pools and the delivery of a consistent positive candidate experience. Simmons is an equal opportunity employer and is committed to continuing to develop a more diverse faculty, staff, student body, and curriculum.

To apply, visit [url=https://apptrkr.com/1437899]https://simmons.wd1.myworkdayjobs.com/en-US/Simmons-Careers/job/Main-Campus---Boston-MA/Accounts-Receivable-Assistant_R05834-1

Located in Boston's historic Fenway area, Simmons College is a small, private, non-sectarian College which has educated students for enriching careers and purposeful lives since 1899. Working at Simmons means joining a collaborative, diverse and mission-driven community of educators and professionals.

We prepare students to be leaders for themselves, their communities and the world. Our faculty and staff members lead by example - sharing a commitment to excellence and putting the students first.

Contact Information

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

Contact

Business

Simmons University

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