

Manager, Accounts Receivable
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=256452>

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Posted May 1, 2025, set to expire Aug. 30, 2025

Job Title Manager, Accounts Receivable
Department All Jobs
Institution Community College of Philadelphia
Philadelphia, Pennsylvania

Date Posted May 1, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager
Professional Staff

Academic Field(s) Fiscal Services

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Job Description

Posting Details

Position Information

Position Title: Manager, Accounts Receivable

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Requisition Number: SCA00836

General Description

Reporting to the Assistant Controller, the Manager, Accounts Receivable serves as an integral part of the Controller's Office leadership team. This position is accountable for general ledger reconciliation and reporting for student accounts receivables, as well as for billing and collections for non-student accounts receivables. The Manager is responsible for providing leadership and supervision of assigned staff in meeting departmental goals and objectives.

College Intro

Success starts at Community College of Philadelphia. Innovators and difference makers work at Community College of Philadelphia. Diversity thrives at Community College of Philadelphia. We are a college that is committed to promoting a work environment that attracts and retains talented and diverse faculty and staff. We challenge each other and ourselves to achieve at the highest level while contributing to the mission of the College and the betterment of Philadelphia. We value and support an intellectually dynamic community to prepare our students for global citizenship. Join us and become a part of a community that has long been and will continue to be generators of generational change in this city and beyond.

Community College of Philadelphia is an open-admission, associate-degree-granting institution which provides access to higher education for all who may benefit. Its programs of study in the liberal arts and sciences, career technologies, and basic academic skills provide a coherent foundation for college transfer, employment and lifelong learning. The College serves Philadelphia by preparing its students to be informed and concerned citizens, active participants in the cultural life of the city, and enabled to meet the changing needs of business, industry and the professions. To help address broad economic, cultural and political concerns in the city and beyond, the College draws together students from a wide range of ages and backgrounds and seeks to provide the programs and support they need to achieve their goals.

Specific Responsibilities

- Oversee the accounts receivable function and approve the daily and monthly accounts receivable reconciliation to the general ledger.
- Coordinate the daily and monthly reconciliation of the credit card and check clearing accounts, and ensure they correspond to what's been received by the bank.

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- Review daily processing of Lion's card transactions, returned checks, and credit card refunds.
- Review and ensure that daily Transact activity is reconciled and completed in a timely manner.
- In collaboration with the Student Tuition Services and the Division of Strategic Initiatives and Community Engagement, ensure that accurate accounts receivable billing and fee assessment occurs each term. Create and update detail codes, exemption codes, and waivers as needed.
- Provide leadership in the selection, development and evaluation of staff to achieve departmental goals and objectives. Perform annual performance evaluations of staff, meeting with team members regularly to address office priorities and deliverables during the year.
- Review and approve financial transactions such as general ledger journal entries to ensure the accuracy of work performed by staff.
- Monitor outstanding non-student receivables for contract compliance and timely billing and payment.
- Prepare historical aging statistics, allowance for bad debt reserve calculation for write off recommendation, and monthly account analysis for accounts receivable forecasting.
- Perform monthly account analysis and year-end reconciliation of the Federal Direct Loan Program. Assist staff with the reconciliation of private donor scholarships as needed.
- Coordinate accounting functions to facilitate the academic and fiscal cycles, such as the year-end close and booking of deferred revenue and assist in annual audit process.
- Perform Destiny One reconciliations, non- credit student related to third party billing and participate in monthly non-credit meetings.
- Maintain up to date documentation of processes and procedures related to areas of responsibility.
- Deliver quality customer service to both internal and external constituents in a professional, helpful and courteous manner.
- Ensure that all staff are properly cross trained to ensure efficient and uninterrupted AR operations.
- Organize and perform the preparation and submission of 1098-T forms in compliance with IRS guidelines.
- Serve as a member of the Controller's leadership team and, where appropriate, provide representation in College meetings and committees.
- Participate in Banner AR system upgrade testing and implementation.
- Perform other duties as assigned.

Minimum Qualifications

- Bachelor's degree required. Any and all degree(s) must be from a regionally accredited institution of higher learning required.
- A minimum of three (3) years of accounting experience or five (5) years of related experience in

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an accounts receivable environment required.

- Strong proficiency using MS Word and Excel required.
- Strong analytical skills and attention to detail required.
- Ability to maintain sensitivity, understanding and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological, and ethnic backgrounds required.
- Ability to multi-task with changing priorities required.
- Strong analytical, organizational and time management skills required.
- Ability to work a flexible schedule, as needed, is required.

Preferred Qualifications

- Bachelor's or Master's degree in Accounting, Business, or Finance preferred.
- Prior experience working in a student accounts receivable function within higher education preferred.
- Prior experience managing staff preferred.
- Previous experience managing staff in a unionized environment preferred.
- Previous work experience using Ellucian Banner or an enterprise-wide accounting system preferred.
- Experience with Title IV aid, scholarships, contracts and military educational benefits preferred.

Work Location: Main Campus

Benefits Summary

Benefits:

"Success Starts Here" at Community College of Philadelphia. We recognize that our success as a college and the success of our students starts with our employees. Our employees are vital to our success. Our total compensation package includes a comprehensive offer of benefits that are unrivaled by most.

Full-time faculty and staff benefits include:

- College-paid medical, dental, drug, life and disability insurance
- Tuition remission (for classes at the college)
- Forgivable tuition loan (for classes at any accredited academic institution)
- 403(b) retirement plan with 10% College contribution with employee contribution 5%

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- Flexible spending accounts
- Paid vacation, holiday and personal time
- Partial remote work schedule for remote work eligible positions

Additional College benefits:

- Winter break: 1 week around the third week in December and New Years
- Spring Break: 1 week in March
- Summer Hours: 4-day work week (closed on Fridays) from the 2nd week in May through the 3rd week in August

For More information about the College benefits and eligibility based on employee class, please visit:

<https://www.myccp.online/human-resources/benefits-eligibility>

Salary Grade or Rank: 3

Min Salary/Hourly Rate: \$54,498

Max Salary/Hourly Rate: \$89,921

Job Posting Open Date: 04/28/2025

Type of Position: Administrator

Employment Status: Full-Time

Special Instructions to Applicants

Interested candidates should complete an online application.

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.

Community College of Philadelphia is an equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.

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Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about Community College of Philadelphia?
 - CareerBuilder.com
 - HigherEdJobs.com
 - LinkedIn
 - The Chronicle
 - Veterans Job Fair
 - Professional & Technology Diversity Career Fair
 - AL DIA - Diversity Career Fair
 - Community College of Philadelphia Website
 - Indeed.com
 - Other
2. * If your answer to the above question is Other, please note the source below. If this question does not apply to you, enter N/A.

(Open Ended Question)

3. * What is the highest level of education you have completed?
 - No Response
 - High School/GED
 - Associates Degree
 - Bachelor's Degree
 - Master's Degree
 - Doctorate
 - Other
4. * Do you have a minimum of three (3) years of accounting experience or five (5) years of related experience in an accounts receivable environment?
 - Yes
 - No
5. * Do you have proficiency in Microsoft Word and Microsoft Excel?
 - Yes
 - No

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6. * Salary bands at the College cover a wide range to accommodate varying levels of experience. Generally, salaries fall within the low to mid-range of the posted amounts, with some roles allowing for more negotiation. Please confirm that you have reviewed the salary range and are comfortable with it by responding "yes." Our benefits significantly enhance the total compensation package for full-time staff and include college-paid medical, dental, drug, life, and disability insurance; tuition remission for courses at the college; forgivable tuition loans for accredited institutions; a 403(b) retirement plan with a 10% College contribution and a 5% employee contribution; flexible spending accounts.
- Yes, the salary range is within my expected salary expectations.
 - No, the salary range is not within my expected salary expectations. (Please note: responding with this answer will disqualify you from the applicant pool, as the range will not exceed the posted ranges.)

Documents Needed to Apply

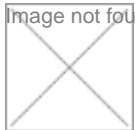
Required Documents

1. Resume
2. Cover Letter/Letter of Application

Optional Documents

1. References

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Contact Information

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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact Abby Ametrano Aametrano@ccp.edu
All Jobs
Community College of Philadelphia

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