



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: PSA
Date created or revised: 12/1/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: No
Campus Security Authority: No

Title: Billing & Collections Coordinator
Status: Full time, 35 hours/week
Grade: 9
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports To: Assistant Controller

PRIMARY PURPOSE:

Play a crucial role in the billing, collections, reconciliation and financial reporting of non-student, sponsored and miscellaneous receivables utilizing the college's administrative/billing/accounts receivable, event management and related systems. Adhere to sound and responsible accounting, auditing and other fiscal procedures.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

- Assist with 3rd party billing to outside agencies and participate in the development of an automated 3rd party invoice.
- Organize and perform the billing, collection, deposit and record maintenance of non-student, sponsored and miscellaneous receivables.
- Collect and post payments to the financial information system.
- Assist in the development and implementation of various new systems or processes, including testing and maintenance of system upgrades.
- Reconcile data input from various billing and accounts receivable sources to the billing module.
- Develop and/or analyze reports as needed.
- Maintain a positive working relationship with internal and external contacts.
- Contact departments or other outside customers regarding balances owed (current & prior).
- Prepare deposits for physical payments received for bursar processing.
- Responsible for the application of various payment types received to ensure customer accounts are properly updated on accounts receivable system.
- Process bursar receipts of non-tuition/fees campus activities.
- Perform other duties as required.

REQUIRED QUALIFICATION STANDARDS:

Education: Bachelor's degree in Business Administration, Accounting, Finance or related field.

Experience: At least two (2) years of experience in a business or financial environment, with a concentration in accounts receivable.

Skills, Knowledge and Abilities:

- Thorough knowledge of accounting principles.
- Attentiveness to detail and accuracy are imperative
- Ability to multi-task and function between various technical platforms
- Strong computer skills including experience with an ERP system and the Microsoft Office Suite including proficient Excel skills.

Preferred:

- Experience in a college or university setting.
- Understanding of fund accounting.
- Experience with PeopleSoft/Oracle financial modules.
- Experience in the preparation of financial reports.

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.