

Accounts Receivable Accountant/ Cashier– Portland

Hours: 30 hours/week (.75 FTE)

Accountability: Supervisor - Controller

Position Summary: The Accounts Receivable Accountant/ Cashier is responsible for the Accounts Receivable (A/R) function for Western Seminary. A/R includes functions related to the general ledger, student payment records, and gift revenue. Provide various month-end and year-end accounting processes.

Essential Functions:

- Daily recording and posting of all student payments and other Day Sheet transactions posted in Western Seminary's SIS. Generate Day-Sheet reports for entry into the General Ledger by the Accountant.
- Monthly review of student balances with the Controller. Coordinate follow-up on delinquent, outstanding student account balances, both after the semester due date or for late monthly Payment Plan payments.
- Provide exemplary customer service by assisting students over the phone, by email, and in person. Observe and explain pertinent deadlines, policies, and procedures related to the business office and cash-related transactions. Collaborate, when needed, with WS Student Services and Advisors to ensure timely response and resolution of any issues.
- Support the semester-based application of employee waivers; send bills for governmental third parties who partner with payments.
- Deposit donation and student-payment checks into Western's Checking Account.
- Provide backup and support to WS Accountant as needed in accounts payable processes, including paying Invoices, check requests, Employee reimbursements, and Direct Loan reimbursements.
- Collaborates closely with the Financial Aid Office to process church match checks, other gift aid, and fees for late applications. Coordinates on financial aid petition submissions, manages VA and DOR benefits processing in partnership with Financial Aid, and ensures timely return of funds to the VA following enrollment changes or course drops.
- Advises Finance Aid and Student Services on scholarship awards.
- At year-end, with support of the controller, issue 1098 Tution form (1098T) to students in line with IRS deadlines.



- Other duties as assigned

Qualifications:

- Evangelical Christian commitment and lifestyle consistent with the World Evangelical Alliance Statement of Faith and the Seminary's governing virtues.
- Bachelor's degree required
- Three years' accounts receivable, or administrative or other related experience preferred
- Demonstrated ability to learn new things and solve problems.
- Attention to detail in this position is essential to the departmental goal of receiving an audit without deficiencies
- Demonstrated outstanding ability to organize tasks and manage projects, work independently, and schedule ongoing work efficiently and effectively
- Excellent oral, written, and interpersonal skills. Very good with public contact and hospitality.
- Demonstrated ability to handle personnel and financial matters with accuracy, efficiency, confidentiality, integrity, and good judgment.
- High level of proficiency with the Microsoft Suite required.
- Prior experience in accounting software preferred.