

## **Accounts Receivable Manager (Ref: AR Mgr)**

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**SUMMARY:** The Accounts Receivable Manager is a full-time position that is responsible for ensuring the timely, accurate management of Queens' accounts receivable function. This position reports to the Treasurer.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned as needed.

- Ensure timely collection on current and former student accounts receivable, as well as manage University-level accounts receivable
- Manage Accounts Receivable staff by setting objectives, providing regular feedback and development opportunities
- Manage the relationship with third party collection agencies to ensure alignment with the department's and Queens' objectives
- Audit methods and procedures of accounts receivable function to improve efficiency
- Develop and implement clear, concise student collection policies and procedures and coordinate with SFS and Registrar on policies and procedures
- Ensure accurate, timely monthly management reporting
- Develop and implement plans to reduce outstanding and past due accounts receivable
- Serve as a support for performing collection activities
- Support Student Financial Services with challenging situations
- Responsible for updating and revising appropriate sections of the catalogue
- Chair Financial Policies Committee
- Responsible for timely, proactive campus communication as appropriate
- Act as liaison for myQueens
- Work directly with technology resources regarding the rate table and student accounts

### **Skills / Qualifications:**

- 5-7 years experience in accounts receivable, higher education experience preferred
- Management experience preferred
- Excellent MS Office skills required: Outlook, Word and Excel
- Basic understanding of databases required, specific experience in Jenzabar preferred
- Strong analytical skills, detail oriented and accurate
- Able to see the big picture and identify and implement creative solutions to current issues as well as anticipate future trends
- Clear written and verbal communicator
- Strong project management skills, including planning, organizing and controlling large and small projects through to completion. Strong follow-up and follow-through skills

- Must be able to work in a fast-paced environment with demonstrated ability to prioritize multiple competing tasks and demands
- Proven ability to identify and resolve problems in a timely manner, gather and analyze information skillfully and make timely, informed decisions
- Bachelor's degree in Business/Finance/Accounting preferred, or equivalent combination of education and experience

**Application Process:**

Candidates should submit via email to [hr@queens.edu](mailto:hr@queens.edu) all of the following

- (1) a letter of interest,
- (2) current resume or curriculum vitae,
- (3) salary requirements or history, AND
- (4) contact information on three references.

Be sure to include **YOUR NAME** and "Ref: **AR Mgr**" in your email subject line.

**Queens values campus diversity and demonstrates this in campus initiatives; we particularly encourage members of historically under-represented groups to apply.**

**Only candidates who best match requirements of job will be contacted. The position will be removed from the website once an offer is extended and accepted. Due to limited staff resources, phone calls cannot be accepted or returned.**

Queens University of Charlotte is an equal opportunity employer and does not discriminate on the basis of race, color, gender, sexual orientation, religion, age, national origin, disability, veteran status or any characteristic protected by law. Queens is committed to recruiting, hiring, and promoting qualified minorities, women, individuals with disabilities, and veterans. Any individual with a disability who needs any reasonable accommodation under the Americans with Disabilities Act to apply for a position or otherwise to participate in Queens' job search/selection process should contact the Director of Human Resources at 704-337-2297 or [hr@queens.edu](mailto:hr@queens.edu)

**BENEFITS**

Queens offers medical/dental insurance, domestic partner benefits, defined contribution retirement plan & supplemental retirement plan, vacation and paid holidays, tuition remission, life insurance, flexible spending accounts, sick leave and long-term disability leave, free parking, merchandise discount at the Bookstore, reduced cost meals at Morrison Dining Hall, EAP, free fitness center access.

**ABOUT QUEENS**

Queens University of Charlotte is a private, co-ed, Presbyterian-affiliated comprehensive university with a commitment to both liberal arts and professional studies. Located in the heart of historic Charlotte, Queens serves approximately 2,300 undergraduate and graduate students through

its College of Arts and Sciences, the McColl School of Business, the Presbyterian School of Nursing, the Wayland H. Cato, Jr. School of Education, the School of Communication and Hayworth College for evening programs.

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