

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2025**

ACCOUNTS RECEIVABLE SPECIALIST II

FLSA STATUS: NON-EXEMPT – PAY GRADE: 10 - C

JOB FAMILY: FISCAL SERVICES JOB FUNCTION: BUSINESS SERVICES

GENERAL STATEMENT OF JOB

The Accounts Receivable Specialist II performs specialized financial and administrative duties related to third party billing, receivables, student account management and invoicing. This position applies standard departmental and organizational procedures as well as specialized departmental knowledge in performing complex auditing of invoices, customer, and student accounts. This position collects, complies, and inputs information; and prepares records and reports relating to accounts receivable.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Reviews, interprets, and applies third-party contracts, letters of intent, and authorizations to student and organizational accounts. Ensures coverage aligns with contract terms, monitors compliance, and configures system settings to reflect accurate billing and receivable limits.

Prepares and customizes invoices based on contract specifications and distributes them through appropriate channels, including external databases and systems.

Establishes and maintains third-party organizations and contracts using institutional financial systems to ensure accurate billing and compliance with institutional and external requirements.

Creates and configures receivables for tuition, facility rentals, and other services by interpreting contract terms and applying them to student and organizational accounts.

Audits accounts to determine refund eligibility, prepares documentation for processing, and ensures receivables are correctly applied and reconciled across student and organizational accounts.

Monitors delinquent accounts, initiates collection protocols, assigns service indicators, and communicates with sponsors to resolve outstanding balances.

Conducts audits of student and organizational accounts to verify billing accuracy, identify discrepancies, and maintain compliance with third-party and college standards.

Receives, records, and reconciles payments from students and third-party organizations across multiple platforms. Ensures accurate application to accounts and prepares documentation for financial offices.

Provides responsive and professional support to students, staff, and external partners regarding account inquiries, financial aid disbursements, and billing procedures. Collaborates with internal departments to ensure accurate billing, timely resolution of account issues, and alignment with institutional goals.

Utilizes multiple internal and external systems to process transactions, troubleshoot issues, and ensures accurate data entry and recordkeeping across platforms.

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Performs accounting duties supporting accurate student financial aid services information.

Perform other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

May exercise supervision over assigned student assistants and/or employees.

MINIMUM QUALIFICATIONS

High school diploma or high school equivalency and three (3) years of related experience.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

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Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 1/18

Revised: 09/15/25