Harcum College in Bryn Mawr, PA, a leader among the nation’s independent, two year colleges, has an immediate opening for an Accounts Receivable Specialist. Reporting to the Director of Student Accounts, the Accounts Receivable Specialist is responsible for all collection processes related to student account receivables, including Federal Perkins Loan and Institutional Loans, and reducing accounts receivable delinquency by initiating proactive approaches to resolve balances.

DUTIES AND RESPONSIBILITIES: (include but are not limited to):

- Responsible for working with Director of Student Accounts on College collection efforts for tuition and loans.
- Generates, manipulates, reconciles, and articulates complex reports.
- Manages student holds.
- Check promissory notes for accuracy and reconcile to accounts receivable.
- Send monthly reports on loans advances to third party servicers.
- Request repayment schedules from third party servicers for graduating students.
- Keep up to date on financial aid policies.
- Assist with delivering delinquent notices to students who are not registered but have outstanding balances.
- Oversee collection accounts with outside collection agency and maintain files on such accounts for review with agency.
- Set up and monitor in house payment agreements.
- Research all collection accounts prior to sending to third party to determine the accuracy of charges assessed.
- Delivers statistics to Director of Student Accounts on collection account status.
- Strong customer relations skills
MINIMUM QUALIFICATIONS: (Education/Training and Experience Required)

- Bachelor’s degree
- Demonstrated experience in managing accounts receivable and collections
- Demonstrated customer service experience
- Excellent written and oral skills
- Strong knowledge of Microsoft Office
- Strong commitment to excellence

ABOUT HARCUM COLLEGE

Harcum College is an independent, coeducational, fully accredited, residential college. The College offers associate degrees in allied health, business and social science, as well as certificates and a variety of continuing studies programs.

Founded in 1915 by Edith Hatcher Harcum and Octavius Harcum, it was the first college in Pennsylvania chartered by the state to offer the associate degree. Today Harcum has degree programs on its Bryn Mawr Campus, located about 20 minutes west of Philadelphia, programs online and at Partnership Sites throughout the region, serving approximately 1,500 students.

Harcum provides quality instruction from faculty, close student-faculty collaboration, small class sizes, and individualized support services.

COMPENSATION

Harcum College offers a comprehensive benefits package and the salary will be commensurate with experience. Harcum College is an Equal Employment Opportunity employer. Resumes MUST include salary requirements for consideration of employment.

Please send cover letter and resume including work history to:

Claudine Vita
Executive Director, Human Resources & Compliance Officer
Harcum College
750 Montgomery Avenue
Bryn Mawr, PA 19010
Fax: 610-526-6011

Preferred response for this position is via email: cvita@harcum.edu