

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

Supervisor of Accounts Receivable
Business Office
Regular Full-Time Position
Position Number 546010

General Description

The supervisor of Accounts Receivable reports to the Bursar and supervises clerical employees of Accounts Receivable in the billing and collection of accounts receivables. Responsibilities include services as financial liaison with the Education Division at Fort Campbell, coordinating the business office role for APSU at Fort Campbell, disbursing and/or refunding student financial aid, reconciling accounts receivable balances on Banner Student with Banner Finance and assisting in preparation of annual financial reports.

Primary Duties and Responsibilities

- Coordinate with and supervise clerical staff of Accounts Receivable in all activities related to placing charges on accounts, correcting entries, preparing refund and balance checks, disbursing student financial aid, preparing billings, processing third party transactions, and other related tasks.
- Respond to inquiries from students, faculty, and staff pertaining to account balances, providing backup to support charges and making corrections as needed.
- Contact students, faculty, staff and outside agencies to obtain or clarify information needed about accounts.
- Reconcile Banner Student accounts receivable balances and related account controls with Banner Finance on monthly basis. Prepare corrections as needed.
- Supervise the preparation of billing statements to students, faculty staff, and third party sponsors on regularly scheduled basis.
- Coordinate registration activities for APSU at Fort Campbell and serve as liaison with Fort Campbell Education Division.
- Develop/design computer programs/spreadsheets to facilitate reporting functions for accounts receivable.
- Assist with on-campus and Fort Campbell registrations.
- Relative to accounts receivable, perform year-end closing activities and assist in preparation of annual financial statements.
- Process and bill dual enrollment scholarships and graduate assistance scholarships.
- Prepare reports associated with THEC Fourteenth day reports.
- Perform other related job duties and special projects as directed.

Essential Functions

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) and SungardHE Banner.
- Ability to communicate effectively and appropriately.
- Ability to maintain confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and public.
- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to maintain files accurately, in paper and in software programs.
- Ability to handle multiple tasks simultaneously.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to learn and follow Tennessee Board of Regents and APSU policies and procedures.

- Ability to accurately apply fund accounting principles and read and understand financial reports.
- Ability to plan, prioritize and meet deadlines.
- Ability to analyze situations and take appropriate action.

Required Minimum Qualifications

- Bachelor's degree in accounting or related field.
- Four years of relevant experience preferably in receivables or collections.
- Computer proficiency.
- Previous supervisory experience.
- A background and credit history check will be required of the successful applicant.

Additional Preferred Qualifications

- Previous experience in higher education accounting.
- Previous experience with Sungard SCT Banner Student and Finance.