

Madonna University
Job Description

Job Title: Billing Specialist
Department: Student Financial Services
Reports To: Director of Student Financial Services
Level: 5
Prepared Date: February 26, 2020

SUMMARY

This position maintains direct third-party billing system for students educational & financial needs. Runs and balances accounts receivable reports, processes third-party book authorizations, receipts third-party payments. Acts as liaison to third-party organizations.

ESSENTIAL DUITES AND RESPONSIBILITIES

1. Handles third-party billing and receivables, prepares invoices and book authorizations, and maintains third-party contact information. Determines third-party accounts that are delinquent.
2. Processes student refunds, miscellaneous adjustments to student accounts, and requisitions for payment processing.
3. Handles and resolves invoice inquires to include conducting research, making adjustments and account entries in accordance with institutional policies.
4. Manages the assignment of accounts to collection agencies and follow-up with students, agencies and payments as received.
5. Monitors payment plan activity and follows-up as required.
6. Imports the non-receivable online payments to the Institutional General Ledger system.
7. Processes off campus payment notices for dual enrollment programs.
8. Handles balancing general ledger activity to account receivable transactions.
9. Assimilates activity of other departments and their relationship to Student Accounts.
10. Other duties as assigned.

**MADONNA UNIVERSITY RESERVES THE RIGHT TO ASSIGN OR REASSIGN DUTIES AND
RESPONSIBILITIES TO THIS JOB AT ANY TIME**

QUALIFICATIONS

The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Bachelor's degree from four-year college or university preferred; or one to two years related experience; or equivalent combination of education and experience; basic accounts receivable skills. Experience working in Higher Education a plus. Working knowledge of Microsoft Office required. Some knowledge of operational software preferred. May be required to work hours outside of normal business hours.

LANGUAGE SKILLS

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands/fingers to handle or feel, to talk or hear and sit. The employee is occasionally required to stand, walk; and climb (stairs/ladders) or balance: and to sit, stoop, kneel, crouch, or crawl. The employee is sometimes required to lift or carry up to 25 pounds.

WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to climb or balance; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Supervisor Approval ded Date 3/5/2020
Initial

HR Approval [Signature] Date 3/6/2020
Initial