

POSITION ANNOUNCEMENT

JOB TITLE	ACCOUNTS CLERK III (FS-3) – Northern Bahamas Campus
TYPE OF VACANCY	STAFF
SCHOOL/DEPARTMENT	NORTHERN BAHAMAS CAMPUS
DUTIES & RESPONSIBILITIES	<p>The successful candidates will report to the Associate V.P., Northern Bahamas Campus and be responsible for the following duties:</p> <ul style="list-style-type: none"> • Provide support to the Chief Cashier during peak registration periods and serve as Relief cashier. Collect and receipt all incoming monies (tuition, fees, & other receipts) on a daily basis and issue official computerized receipts for all monies received. Balance/reconcile cash receipts and prepare deposits for submission to the bank (end of the day process). Maintain a log of deposits sent to the bank. • Manage, monitor, and reconcile students' balances. Print & issue student bills upon presentation of class schedule from students. Reconcile monthly listings of students' balances from the student subsidiary ledger to the relevant accounts receivable control accounts in the general ledger. • Administer tuition payment plans and ensure collection of the same. Assist with the monitoring of delinquent students' accounts and follow-up with students as required to ensure that delinquent accounts are paid up-to-date. Assist students who have queries concerning their balances. Direct queries and inquiries to appropriate Supervisory personnel as required. • Manage students' credit balances and security deposits. Process tuition refunds to ensure that refunds are paid to students in a timely manner. Oversee the drop/add process and ensure that the appropriate tuition refunds are paid to students. • Manage a portfolio of scholarship donors; reconcile receivables billing due from Scholarship donors, issue bills and collect receivables payments in a timely manner. Receive, log, apply and process payments made by scholarship donors through subsidiary ledger. Ensure that all scholarship transactions are posted in the Subsidiary ledger on a daily basis. • Reconcile lists of donors' balances in the subsidiary ledger with the appropriate Scholarship Receivable control accounts in the general ledger. Post data from subsidiary ledger to general ledger daily. • Prepare computerized accounting spreadsheets & compile auditors' schedules as required. Make photocopies; prepare letters and other correspondence as required. • Reply to correspondence, including email, as required and provide general assistance within the Accounts Receivable

POSITION ANNOUNCEMENT

	Dept. Assist Co-workers and perform other duties as needed.
DUTIES & RESPONSIBILITIES	<ul style="list-style-type: none"> • Participates in the development and implementation of stewardship strategies that strengthen long-term relationships with major donors • Organizes team strategies to develop stewardship plans for donors at various recognition levels within the major gift program • Ensure that details of stewardship plans are compiled and communicated to all involved parties, and that the plan is documented, implemented and included in the moves management system • Write personal acknowledgment and stewardship letters for signature by COB Council Members, Senior College Administrators, and key volunteers • Collaborates with fundraising staff to develop acknowledgment and recognition procedures for major and leadership gifts that are consistent across audiences • Identifies best practices at other organizations for stewardship planning and operation • Prepares summaries that serve as background for executive meetings and conversations with major donors • As needed, supports the planning and delivery of cultivation events involving major donors, with attendance as necessary • Collaborates with the Office of Communication in the development of relevant stewardship materials • As needed, plans, manage and execute large meetings and events that advance donor involvement, cultivation and stewardship for major gifts • Supports a process that prompts executives and assists them in maintaining personal contact with major donors and volunteers • Prepares content and donor impact stories for use in the Report on Private Giving; Student Awards Brochure, the Alumni Magazine and other donor relations materials.
QUALIFICATIONS COMPETENCES & SKILLS	<ul style="list-style-type: none"> • An Associate Degree in relevant area, AND three (3) years relevant post-qualification work experience. • Experience working in a computerized and automated environment is essential • Excellent customer relations skills is essential • Trustworthy, hardworking, and of good character • Highly motivated, reliable, dependable team-player • Meticulous and ability to work under pressure
SALARY SCALE	FS-3 \$19,300 x \$500 - \$28,300
APPLICATION END DATE	November 11, 2009
DATE PUBLISHED	October 28, 2009

POSITION ANNOUNCEMENT

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Accounts Clerk III.