



Accounts Receivable Manager

Ready to lead, innovate, and make a difference? Arizona Western College is seeking a dynamic Accounts Receivable Manager to oversee critical financial operations that support student success and institutional excellence. In this role, you'll lead a dedicated team, enhance processes, and help ensure students have a seamless financial experience throughout their educational journey. If you're a collaborative leader who thrives on problem-solving and making an impact, we invite you to join our team.

Salary:

\$57,955– \$61,432 per year, depending on experience.

Summary of Function:

The Accounts Receivable Manager leads the college's accounts receivable operations, ensuring the accurate billing, collection, and reporting of all institutional revenue. This role oversees cashiering functions, payment systems, collections, and student and third-party receivables while maintaining strong internal controls and compliance with applicable regulations.

The position plays a key role in supporting student financial services and institutional financial health by ensuring efficient processes, accurate financial reporting, and excellent service to students and departments. The Manager supervises accounts receivable and cashiering staff and serves as the functional lead for accounts receivable systems, collaborating closely with Financial Aid, Registrar, Admissions, and other campus partners.

Typical Duties:

- Serves Students. Oversee all accounts receivable functions, including student billing, third-party billing, payment plans, and collections. Manage receivables related to tuition, fees, housing, auxiliary services, events, and other institutional revenues. Ensure timely and accurate invoicing, statement processing, and account maintenance. Oversee non-financial aid refunds to students and third-party vendors
- Manage collection activities for delinquent accounts, including coordination with collection agencies. Oversee write-off processes in collaboration with internal departments. Ensure compliance with federal, state, and institutional regulations, including IRS 1098T reporting, FERPA, and applicable sales tax laws. Monitor and maintain billing tables and system configurations to ensure regulatory compliance.
- Lead, supervise, and develop accounts receivable and cashiering staff, including full-time, part-time, and student employees. Recruit, train, assign work, and evaluate staff performance. Establish and maintain effective workflows and service standards. Promote a collaborative, customer-focused team environment.
- Ensure the integrity of all cash handling, reconciliation, and deposit processes. Oversee daily cash balancing and bank deposits; investigate and resolve discrepancies. Conduct and coordinate periodic cash audits and monitor compliance with internal controls. Support implementation and oversight of banking services.
- Prepare and analyze accounts receivable reports, aging reports, and financial data. Provide accurate and timely reporting to support decision-making. Maintain audit-ready documentation and support internal and external audits. Reconcile accounts and support auxiliary and related financial operations.
- Serve as the functional lead for the Accounts Receivable module (e.g., Colleague) and related systems (e.g., Touchnet). Oversee system configuration, testing, troubleshooting, and process improvements. Maintain and enhance payment systems and online payment plan functionality. Identify and implement process improvements to increase efficiency and accuracy. Support strategic initiatives and departmental goals.
- Support and participate in strategic planning initiatives and perform other duties as assigned. Serve as a resource to campus departments regarding accounts receivable policies and procedures. Partner with Financial Aid, Financial Aid Disbursements, Registrar, Admissions, and other departments to support student financial processes. Address and resolve complex student account issues, disputes, and special payment situations. Provide clear and accurate communication to students, staff, and external partners.
- Support and participate in strategic planning initiatives and performs other duties as assigned.

Required Qualifications:

- Bachelor's degree in accounting, Finance, Business Administration, or a related field AND a minimum of 2 years of accounting or accounts receivable experience, preferably in higher education, AND a minimum of 2 years of supervisory or leadership experience.

OR

- Master's degree in accounting, Finance, Business Administration, or a related field AND a minimum of 2 years of accounting or accounts receivable experience, preferably in higher education, AND a minimum of 2 years of supervisory or leadership experience.

OR

- An equivalent combination of education and/or experience from which comparable knowledge, skills, and abilities have been achieved may be considered.

Classification:

- Exempt

Position Type & Work Schedule:

- Full-time, 12-month position
- 38 hours per week
- Monday-Thursday, 8:00 am-6:00 pm
- Work flexible schedule to meet the program, department, and/or institutional needs, which may include Fridays, nights, and/or weekends

Knowledge, Skills, and Abilities:

- Knowledge of and ability to interpret, apply, and follow college policies and procedures
- Knowledge of and ability to maintain organizational structure, workflow, and operating procedures
- Knowledge of generally accepted accounting principles (GAAP)
- Knowledge of and strong understanding of accounting principles and accounts receivable best practices.
- Skill in current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications, Windows, college system platforms, software, and applications, especially those specific to the department operations
- Skill and ability to be self-directed and to manage one's own time
- Ability to complete all departmental and/or institutional mandatory training or development
- Ability to analyze financial data, identify issues, and implement effective solutions.
- Ability to demonstrate and maintain excellent organizational skills with the ability to manage multiple priorities and deadlines
- Ability to organize, prioritize, follow multiple projects and tasks through to completion, with close attention to detail
- Ability to demonstrate a strong commitment to customer service and student support.
- Ability to work independently and contribute to a collaborative team environment .
- Ability to provide assistance in a professional and supportive manner
- Ability to communicate effectively, verbally, in writing, and in a public setting, and to relate to others in a professional manner
- Ability to maintain confidentiality of protected information and follow FERPA and privacy guidelines
- Ability to demonstrate integrity, professionalism, and civility in all job-related actions
- Ability to analyze problems, identify solutions, and take appropriate actions to resolve problems using independent judgment and decision-making processes
- Ability to establish and maintain positive, effective, and collaborative relationships with individuals at all levels of the organization, students, and the public

Work Environment:

- Inside office environment with normal noise and lighting levels
- Work is performed in an open office environment with staff, students, and community contact and interruptions
- Working environment may include various locations across the service district, with varying noise levels, indoor and/or outdoor locations as needed to support program, department or institutional needs

Physical Demands:

- Physical Demands
- Prolonged periods sitting at a desk and working on a computer
- Prolonged periods of standing and/or walking
- May lift, carry, push, and/or pull, at times, a minimum of 10 pounds
- Occasionally stoop, bend, kneel, crouch, reach, and/or twist
- Safely and appropriately operate golf carts or district vehicles
- Must be able to navigate various departments of the organization's physical premises

Travel:

- May be required to travel to other locations using various modes of private, commercial, or fleet transportation, and as needed to support program, department and institutional needs

Note:

- Yuma Campus
- Benefits Eligible

APPLICATION PROCEDURE:

The following materials must be uploaded at the time of application. Any materials submitted via e-mail, fax, or mail will not be accepted. Applications missing any of the below requirements will be considered incomplete and will not be reviewed.

1. Completed Application
2. Resume (no more than 3 pages)
3. Cover Letter
4. Unofficial Transcripts

ADDITIONAL DETAILS:

- The statements in this posting describe the general nature, level, and type of work performed by the individual(s) assigned to this classification and are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified.
- The institution and its designated representatives reserve the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice

ADDRESS INQUIRIES TO:

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Human Resources

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