



Accounts Receivable and Sponsor Billing Specialist

At Arizona Western College, every role contributes to student success. The Accounts Receivable & Sponsor Billing Specialist is an important member of the Finance team, responsible for supporting accurate and timely account management, billing processes, and financial transactions. This position works closely with students, employees, and external partners to ensure financial records are maintained with accuracy, integrity, and care while supporting the College's overall mission and operations. Join a collaborative team committed to excellence, innovation, and service. Apply today and help support student success and the community through strong financial stewardship.

Salary:

\$21.81– \$23.12 per year, depending on experience.

Summary of Function:

The Accounts Receivable & Sponsor Billing Specialist plays a critical role in managing district-wide receivables and third-party sponsorship billing processes. This position ensures the accuracy, integrity, and timeliness of student and customer accountancy activity, including billing, reconciliation, and refunds.

The Specialist works collaboratively across departments to support student success and institutional operations by maintaining compliant, accurate financial records and delivering high-quality customer service to students, employees, and external partners

Typical Duties:

- Serves Students. Maintain accurate, district-wide electronic student and customer account records within the Colleague system. Review accounts for accuracy and resolve discrepancies in a timely manner. Verify billing and credits for special programs (e.g., Yuma Promise, La Paz Promise). Troubleshoot system and account issues while ensuring data integrity and proper documentation.
- Manage third-party sponsorship accounts, including setup, billing, and maintenance. Generate and monitor invoices, payments, deposits, and account activity. Reconcile related general ledger accounts and resolve discrepancies. Ensure compliance with institutional policies and sponsor requirements.
- Monitor student accounts for credit balances and verify eligibility for refunds. Assist the College's Disbursement Department with processing and disbursing refunds to students and institutional customers. Ensure adherence to approved refund procedures and reporting requirements.
- Review student accounts in accordance with established schedules and policies to identify non-payment. Process course and/or registration drops for non-payment. Ensure timely and accurate communication with affected students. Maintain strict adherence to institutional policies and regulatory guidelines.
- Assist in annual setup and testing of registration billing tables based on approved tuition and fee schedules. Provide backup support to Accounts Receivable team members. Perform daily cash handling activities in accordance with internal controls, as needed.
- Supports and participates in strategic planning initiatives and performs other duties as assigned. Support departmental and institutional initiatives. Perform other duties as assigned to meet operational needs.
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Required Qualifications:

- Associate's degree in accounting, Finance, Business Administration, or a related field AND a minimum of two (2) years of accounting or accounts receivable experience, preferably in higher education.

OR

- Bachelor's degree in accounting, Finance, Business Administration, or a related field AND a minimum of one (1) year of accounting or accounts receivable experience, preferably in higher education.

OR

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

Classification:

- Non-Exempt

Position Type & Work Schedule:

- Full-time, 12-month position
- 38 hours per week, in-person
- Monday-Thursday, 7:00 am-5:00 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 and strong understanding of accounts receivable processes, billing cycles, and internal controls
- Knowledge of generally accepted accounting principles (GAAP) and accounts receivable best practices.
- Skill in current technologies and word processing, databases, presentation, and spreadsheet software, specifically Microsoft Office applications, Windows, college system platforms, software, and applications, especially those specific to the department operations
- Skill in and experience with enterprise or student information systems (e.g., Colleague, Touchnet, or similar)
- Skill and ability to be self-directed and to manage one's own time
- Skill in strong analytical and problem-solving skills with attention to detail.
- Ability to complete all departmental and/or institutional mandatory training or development
- Ability to organize, prioritize, follow multiple projects and tasks through to completion, with close attention to detail
- Ability to work independently and contribute to a collaborative team environment
- Ability to build collaborative relationships across departments and provide high-quality customer service
- 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 demonstrate and maintain excellent organizational skills with the ability to manage multiple priorities and deadlines
- 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:

- 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:

- Location: 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 (Degree based qualifications must be verified by submission of 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:

Arizona Western College

Human Resources

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