Accounts Receivable Technician  
Office of Fiscal Services

**Classification:** Level 1 / Class Code 2210  
Full Time, Non-Exempt, Represented

**Hiring Salary Range:** $33,864 – $60,958 annually (commensurate with qualifications)

**Posting Date:** 10/24/14  
**Position is open until filled**

**The Position**

- Do you enjoy providing exceptional customer service?
- Do you have a strong working knowledge of general bookkeeping practices, accounts receivable, collection processes, cash handling techniques, generally accepted accounting principles, and internal controls?
- Do you like working in a fast-paced environment?
- Do you have strong time management skills?
- Would you enjoy maintaining a website?

*If so, this is a FABULOUS Opportunity for You!*  

The role of Accounts Receivable Technician is important and visible. In this role, you will perform tasks in support of the Office of Fiscal Services, and may be assigned special duties and responsibilities associated with the administration of the College’s student database system as well as have responsibility for document management for various Fiscal Office departments.

**Responsibilities**

Typical duties and responsibilities you would perform include:
- Assisting with the collection of College receivables including tuition and fees, on-campus interview fees, federal work-study balances, dishonored checks, classroom rental fees, and McAllister Tower rent;
- Processing cash receipts and maintaining the College’s revenue journal;
- Reconciling cash receipt postings in the revenue journal to the Bank’s Treasury Reports;
- Preparing and maintaining accounts receivable reports;
- Printing and maintaining daily reports for web payments;
- Providing administrative support to the Controller;
- Maintaining the Fiscal Services website;
- Administering the distribution of paper checks;
- Preparing monthly student housing billing reports and adjustments;
- Assisting in month end close;
- Performing various clerical tasks such as answering the telephone, ordering office supplies, distributing the mail, disburse checks and verify student holds;
- Serve as petty cash custodian;
- Support and serve as back up for the Senior Accounting Technician;
- Manage the Fiscal Office records and record retention program;
- Complete ad hoc projects and other duties as assigned.
Required Education and Experience

**Education:** High School Diploma or its equivalent plus 12 units of College-level accounting courses. Degree in Accounting preferred.

**Experience:**

- Two years or bookkeeping and/or accounting experience in a similar environment utilizing a computerized accounting system; or
- The equivalent combination of training and experience which results in the possession of the knowledge, skills and abilities above; and
- Intermediate level proficiency using Outlook, Word and Excel (including pivot tables), PowerPoint and Adobe Acrobat.

Compensation and Benefits

The salary for this position is $33,864 to $60,958; placement within the range is dependent upon the qualifications and experience of the selected candidate. UC Hastings also offers excellent benefits, including:

- Health, dental and vision care insurance plans
- University of California Retirement Plan (defined benefit)
- Vacation accrual based upon prior work experience
- Eight hours sick leave accrual per month
- Thirteen paid holidays per year
- Life Insurance
- Pre-tax medical, dependent care and transportation programs

Recruitment Process

To be considered for this outstanding career opportunity, please send a cover letter with salary requirement and résumé via email or U.S. Mail **no later than 5:00 p.m. Friday, April 24, 2015** to:

Accounting Manager
UC Hastings College of the Law
200 McAllister St
San Francisco, CA 94102
fiscal@uchastings.edu

**Please Note:** **This position requires a pre-employment background check.**