

University Student Housing, LLC Administrative Assistant

University Student Housing, LLC, a non-profit organization that manages on-campus housing for West Chester University, is currently searching for an experienced **Accounts Receivable Specialist**. The successful candidate will be responsible for processing all payments, completing scheduled reconciliations, and the daily reporting of current delinquency. The Accounts Receivable Specialist is responsible for ensuring payments are processed within a timely manner, policies and procedures are consistently adhered to, accurate data entry and reconciliation of the daily work to bank. The ability to work in a fast-paced environment with a strong attention to detail is essential.

Essential Job Functions:

- Ensure all revenue, credits, and payments (cash, check, credit card, financial aid, scholarships, employee rent credits, subsidized housing, etc.) are posted correctly to the property management software system.
- Process telephone credit card payments.
- Assist in the processing of summer housing and early arrival invoices and payments.
- Ensure bank deposits are made and recorded in a timely manner.
- Process student refunds in property management software and provide to accounts payable.
- Perform a weekly reconciliation of data entered to the property management software and the deposits into the bank and credit card systems.
- Conduct month end closing procedures for assigned communities in coordination with Controller.
- Maintain the accuracy of the delinquency reports for all communities daily
- Ensure all rent is collected as due and that all charges are posted correctly to the property management software system.
- Maintain accurate resident database, accounts receivable records.
- Follow company policies regarding collection of rent, reporting, delinquent rent collection and charges.
- Ensure compliance with Fair Housing and all other applicable laws and regulations.
- Keep delinquency to a minimum and enforce company policies in that area.
- Communicate regularly with campus partners, whose operations affect collections, including but not limited to the Bursar's Office and Office of Financial Aid.
- Ensures all move-in and move-out data is properly reflected in property management system for assigned communities.
- Contribute to team effort by accomplishing related tasks and other duties as assigned or needed.

Job Requirements/Qualifications:

- Bachelor's degree in financial field preferred or any equivalent combination of training and work experience which provides the required knowledge, skills and abilities.
- Accounting and/or bookkeeping experience preferred.
- Must demonstrate a strong customer service focus to foster cooperative relationships both internally and externally.
- Effective oral and written communication skills.
- Evidence of the practice of a high level of confidentiality and the ability to work with integrity and professionalism.
- Excellent attention to detail.
- Strong analytical skills.
- Proficiency in MS Office (Word, Excel and Outlook), along with automated general ledger systems (Blackbaud Financial Edge a plus).
- Ability to work independently, and to organize and prioritize work within reporting deadlines.

We are proud to offer a competitive salary of \$44k - \$49k commensurate with experience and ability. This position includes a full benefit package such as paid time off, medical, dental and life insurance, and employer contribution to retirement plan. For details on available benefits, please refer to the Benefits Summary on our website www.wcufoundation.org/employment.

Please complete an application and submit a resume, letter of interest, salary requirements, and at least 3 references (including name, title, working relationship, phone number and email address) to our website at <https://ush.wufoo.com/forms/university-student-housing-employment-application/>. Review of applications will begin immediately and will continue until the position is filled.

Local applicants are strongly recommended.

University Student Housing, LLC is an Equal Opportunity Employer. Applicants for positions are considered without regard to race, creed, color, country of origin, sex, age, citizenship, disability, sexual orientation or any other protected characteristics established by law.