ALLEN COMMUNITY COLLEGE
IOLA, KANSAS
ANNOUNCEMENT OF VACANCY

POSITION: **Student Accounts Receivables Manager**
12 Month Full-time Position

RESPONSIBILITIES: The Student Accounts Receivables Manager is responsible for leadership and daily administration of student accounts and College receivables, including billing, payments, collections, refunds and related customer service. Supervises the Business Office Assistants and coordinates accurate, timely account processing and responsive service under the direction of the Comptroller.
Position Description

QUALIFICATIONS: Open to internal applicants only at this time.
Bachelor's degree in a related field. Minimum of three years of experience in accounts receivables or a related field. Must be a good communicator with strong interpersonal skills; detail oriented, organized, punctual and ability to multi-task. Previous supervisory experience desired.

LOCATION: Iola, Kansas Campus

SALARY: Salary range $50,000- 72,000/ year with excellent benefit package available. .

STARTING DATE: Negotiable.

APPLICATION: Submit by email: Cover letter, resume, application form (available on website), and names, email addresses and phone numbers of three professional references. Official college transcripts will be required upon employment. The successful candidate will be subject to a background check.

APPLY TO: Shellie Regehr, Human Resources
Allen Community College
1801 N Cottonwood
Iola, KS 66749
Email: hr@allencc.edu

Allen Community College provides quality higher education and workforce development through onsite and online learning to approximately 4,000 students each academic year. The Iola Campus, with residence halls and vibrant arts and athletics programs, offers the two-year college experience in a caring environment. Allen Online Learning serves students with individual online courses and fully online certificate and degree programs. Allen also provides dual credit opportunities to high school students in our service area and throughout the state of Kansas.

Allen Community College is committed to a policy of nondiscrimination on the basis of race, sex, color, national origin, religion, age, and disability in admissions, educational programs or activities, and employment; all as required by applicable laws and regulations under the Title VI Civil Rights Act of 1964, the Title IX Regulations of 1972, Section 504 of the Social Rehabilitation Act of 1973, and the Americans with Disability Act of 1990. Responsibility for coordination of compliance and receipt of inquiries has been delegated to the Vice President for Student Affairs, Allen Community College, 1801 North Cottonwood Street, Iola, Kansas 66749, 620-365-5116, vpsa@allencc.edu.