

## JOB DESCRIPTION

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**Position Title:** Accounts Receivable Administrator

**Status:** Non-Exempt

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**Original Date:** 01/16/11

**Revised Date:** January 15, 2018

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**Department:** Finance

**Reports To:** Accounting Manager

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**Basic Function and Scope of Responsibilities:** Responsible for providing accurate record keeping and processing of course registrations and related accounts receivable transactions as they apply to all Institute programs. Assist in fulfilling the finance team's mission to provide accurate and timely financial information and support to staff,, course registrants/students, and vendors.

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**Principal Responsibilities:**

- Prepares, enters, and processes student enrollments, registrations, and classroom rosters from BOMI's prospective learners, as well as textbooks, student transfers, and all other billable merchandise, into BOMI's Salesforce database in a timely manner to meet daily/weekly/monthly deadlines.
  - Verification of rosters and registrations for completeness (prior to entry into Salesforce) and accuracy (after entry into Salesforce).
  - Prints and reviews invoices to BOMA Locals and Enterprise customers as well as CPD fees prior to mailing.
  - Records and applies cash receipts from course registrations and CPD payments received via PNC Lockbox in the Salesforce system.
  - Researches and resolves payment discrepancies with learners
  - Processes returned textbooks in system.
  - Processes refunds for overpayments/returned courses in Salesforce system.
  - Runs computer-generated reports and related communications as needed.
  - Runs daily download(s) for Viatech (order fulfillment) and Blackboard (LMS).
  - Retrieves all eCommerce registrations from the prior day and provides to Accounting Manager.
  - Assists in reviewing monthly aging report and follows up on outstanding collections with learners, BOMI Locals, Enterprise customers, etc (phone calls, statements, etc.).
  - Assists Controller, Accounting Manager, and other Accounting Department staff in special project assignments.
  - Prepares monthly Viatech invoice(s).
  - Prepares monthly reports and downloads invoice from Pearson Vue.
  - Prepares quarterly sales reports.
  - Prepares and reviews monthly enrollment & registrations reports.
  - Possess knowledge of BOMI's programs and products.
  - Looks for ways to improve processing efficiencies.
  - Other duties as assigned to meet business needs.
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**Minimum Qualifications:**

- Minimum of two years experience in the accounting field with AR experience strongly preferred, including prior experience in collections, cash application and order entry functions
- High School graduate or GED

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- Proficient in Microsoft Office suite particularly Excel
  - Familiarity with calculator
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**Desired Training, Skills, Knowledge and/or Experience:**

- Excellent attention to detail
  - Experience with Salesforce CRM database
  - Ability to work cooperatively with colleagues and supervisory staff at all levels
  - Ability to effectively coordinate multiple tasks and projects
  - Ability to communicate effectively in writing, using the English language, with or without the use of auxiliary aids or services
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**Physical Requirements:**

- May be exposed to short, intermittent, and/or prolonged periods of sitting and/or standing in performance of job duties.
  - May be required to accomplish job duties using various types of equipment/supplies, to include but not limited to pens, pencils, calculators, computer keyboards, telephone, fax machine, etc.
  - May be required to transport oneself off-site within the local area.
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The physical demands and work environment that have been described are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions in accordance with the Americans with Disabilities Act. The above job description is an overview of the functions and requirements for this position. This document is not intended to be an exhaustive list encompassing every duty and requirement of this position; your supervisor may assign other duties as deemed necessary.