

<b>Job title</b>	Billing & Receivables Specialist
<b>Reports to</b>	<i>Associate Director</i>

### Job Summary

Responsible for assisting the Associate Director with the day-to-day billing and receivables operations, including preparation and emailing of monthly statements, entering charges and payments into various databases and managing all account information in our ancillary billing system. Additional tasks may be assigned as needed for business operations.

### Duties and Responsibilities

The Billing & Receivables Specialist will be responsible for fulfilling the following duties:

- Managing all account-related information in Procure, the Center's ancillary billing software system
- Proofing schedule entries in Procure as part of all application/enrollment processes
- Posting payments and extra charges daily
- Posting, reviewing and emailing monthly billing statements
- Answering billing and payment questions
- Tracking accounts with past due balances, sending emails and letters, and assisting with the collections process
- Submitting monthly aging report to the Financial Department
- Performing monthly revenue and expense reconciliations for the Financial Department
- Tracking status of student parents and CCAMPIS discount eligibility each semester and as needed
- Emailing and collecting CCAMPIS Tracking Forms each semester and assisting with the annual grant report

### Minimum Qualifications

Minimum Qualifications include:

- UW-Milwaukee Student
- Excellent verbal and written communication skills
- Outstanding customer service skills
- Ability to multi-task and maintain an organized area in a complex environment
- Experience with Microsoft applications

Preferred Qualifications include:

- Previous billing and accounts receivables or business experience

### Minimum Availability

This is a 12-Month position and the Children's Learning Center is open during spring break and exam weeks. Position schedule requires availability 4-5 days per week and a minimum of 12 hours per week. Ideally seeking a 2-year commitment.

### Working Conditions

Work is performed in a University office environment, involving possible exposure to low-level noise and chemicals related to the operation of basic office equipment. Exposure to varying office temperatures due to heating and cooling system. Work in the Children's Learning Center requires a basic understanding of, and attention to, child safety.

### Physical requirements

Must be able to lift and move boxes weighing up to 30 pounds.

7/11/2024