**Title:** Senior Receivables Accountant

**Office/Department:** Financial Services Department

**Description:** This position is responsible for managing all aspects of student accounts receivable. The position will coordinate the operation and maintain the configuration of the enterprise software programs for accounts receivable, provide assistance and support to students and parents who make inquiries regarding student account records, and coordinate the collection of delinquent accounts for current and former students.

**Requirements:** A bachelor’s degree in accounting or related field is required. The qualified candidate will have a minimum of three years’ experience in accounting. Prior experience with ERP systems, accounts receivable, and collections is preferred.

Candidates with the appropriate skills should send their letter of interest, resume and names of 3 professional references to: [employment@gcc.edu](mailto:employment@gcc.edu)