

Below is a list of the duties of each Accounts Receivable staff member that FSS, departments or other staff members may need to call for information.
For Cashiering problems, please call Cashiering.

DUTIES/MANAGER ACCOUNTS RECEIVABLE
<p>DAISY LIPSEY - Mgr - 7-4248</p> <p>Set up new accounts, other than businesses Set up tuition related tables Prepare "Important Banner Dates" calendar Oversees Student Fees Area</p> <p>Assist AR staff and other University departments with Banner/Accounts Receivable questions and procedures Process statements and payments for Long Term(STL) Loans Tracks departmental cost centers activities Sets up new fee codes for Fin. Aid and other Departments Oversees MET and Out of State Pre-Paid Colleges Transactions Deactivate Cost Centers</p>

DUTIES/FINANCE SPECIALIST-Student Fees
<p>CINDY HETRICK 7-4251</p> <p>Handles On Campus and Extended University Programs third party accounts</p> <p>Matches third party payments to accounts</p> <p>Handles On Campus and Extended University Programs third party precollects through 360 days</p> <p>Monitor daily refund and cashiering reports</p> <p>Handles Study Abroad</p> <p>Handles tuition adjustments on:</p> <ul style="list-style-type: none"> Senior Citizens (SCOPE) Residency changes Waiver for honor students Appeals Deceased students

DUTIES/FINANCE SPECIALIST-PERKINS LOANS
<p>SALLY LAWS 7-4262</p> <p>Handles Perkins loans</p> <p>Process check VOIDS and STOP PAYMENTS</p> <p>Enter stop payments and void check on Banner and EXCEL</p> <p>Prints and processes daily checks and reports.</p> <p>Communicates with ECSI (ECSI sends statements, takes payments and answers questions)</p> <p>Post Direct Deposits and Inputs Banking Info</p>

CASHIERING
<p>LIANA FOX - Mgr- 7-2952</p> <p>Linda - 7-2973 Jackie - 7-4105</p>

DUTIES/COLLECTION MANAGER
<p>MICHELLE LOEDEMAN - Mgr - 7-4245</p> <p>Oversees Collection Area and Payment Plan Supervises student employees</p>

DUTIES/CREDIT AND COLLECTION CLERK
<p>BURNIE TABB 7-4489</p> <p>Precollect- Student, Businesses, employees and retirees Employee Discounts Distributes management reports to departments Match incoming payment to correct business account Set up new accounts for business Small Balance Report Processes Room and Board Refunds Invoices and Credit Memos</p> <p>Processes Admissions Deposits, Refunds and Forfeits Handles Trans World accounts Handles WOAR write-offs</p>

DUTIES/PAYMENT PLAN COORDINATOR
<p>JESSICA OVERLEY 7-2948</p> <p>Monitors Payment Plan Handles Collection Accounts Handles collection agency monthly statements and payments Handles bankruptcies with codes of Y and B Handles WOCL write-offs for collection Handles agreements on all collection accounts</p>

DUTIES/CREDIT AND COLLECTION CLERK
<p>DAVE GERHMAN 7-4243</p> <p>Makes address corrections</p> <p>Handles Collection Accounts Handles collection agency monthly statements and payments Handles bankruptcies with codes of Y and B Handles WOCL write-offs for collection Handles agreements on all collection accounts Handles diplomas held for balance due Handles NSF checks</p>