

Student Accounts Representative (Reg FT)
Community College of Allegheny County

Direct Link: <https://www.AcademicKeys.com/r?job=261315>

Downloaded On: Aug. 18, 2025 6:32pm

Posted Aug. 18, 2025, set to expire Dec. 16, 2025

Job Title Student Accounts Representative (Reg FT)
Department NA
Institution Community College of Allegheny County
Pittsburgh, Pennsylvania

Date Posted Aug. 18, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Other Administrative Categories

Academic Field(s) Administration - Accounting & Finance
Administration - Other

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Apply By Email

Job Description

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Student Accounts Representative (Reg FT)

Position Title: Student Accounts Representative (Reg FT)

Employment Type: Regular Full-Time

Department: Bursar

Campus: Boyce Campus

Additional Information:

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Benefits:

At CCAC, we take pride in offering an exceptional benefits package designed to support our employees' personal and professional well-being:

- **Comprehensive Health Coverage:** Access to an excellent health plan with a very low out-of-pocket expense network option.
- **Generous Time Off:** Enjoy a range of time-off benefits that are tailored to your position, along with a **four-day workweek in the summer** for an ideal work-life balance. These benefits vary and may include vacation, personal, sick, and holiday pay, as well as options like collegial coverage for faculty.
- **Retirement Planning:** Options include a **403(b) retirement plan with up to 10% employer match** or a **state-defined benefit pension**.
- **Financial Peace of Mind:** Employer-paid benefits include **group life insurance, short/long-term disability**, and access to **flexible spending accounts (FSAs)**.
- **Wellness Support:** Our **Employee Assistance Program (EAP)** is available for confidential support, with resources to address personal and professional challenges.
- **Educational Support:** Take advantage of **tuition waivers, tuition reimbursement, Public Service Loan Forgiveness (PSLF)** eligibility, and a variety of **professional development opportunities** to grow your career.
- **Exclusive Employee Perks & Rewards:** Save on theme parks, sporting events, electronics, and more!
- **Additional Advantages:** Free employee parking to make your commute easier.

Remote Work Option: Fully In-Person (May be subject to change)

Work Hours (for hourly positions): Monday - Friday 8:30 AM - 4:30 PM Occasional evening hours until 7:00 PM as needed.

Salary Grade: SEIU E - \$18.39

Job Category: Office Support Staff/Maintenance/Housekeeping

Job Slot: 0719

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Job Open Date: 8/15/2025

Job Close Date: 9/1/2025

General Summary: Performs advanced clerical duties required to accomplish accounting principles, accounts receivable, billing, auditing, bookkeeping, accounts payable, cashiering functions, and enrollment interactions. Provides prompt friendly and accurate service to individuals who call, email, chat, or in-person to CCAC for various transactions.

Requirements:

Education and Experience: An Associate's degree in accounting and one year of related experience or any equivalent combination of training, experience, and education.

Certifications/Licensures: N/A.

Skill/Abilities Requirements: Working knowledge of computerized accounting systems, spreadsheets and word processing required. Ability to accurately check manual calculations. Ability to travel to perform work duties at any campus or center location within the CCAC system. Must be able to operate various office equipment, including a personal computer and appropriate College software packages or equivalent.

Physical Requirements, If Applicable: Must be able to sit without a break for up to two hours.

Duties:

1. Provides quality customer service to both internal and external customers through several channels of communication with the ability to multitask. 2. Independently performs complex and advanced analytical, clerical, and accounting duties, which include but are not limited to sensitive, confidential, school financial transactions specific to the department. 3. Prepares forms, reports, records, and correspondence; receives and responds to related mail, phone calls, and other inquiries; maintains contacts and reconciles discrepancies with external parties. 4. Reconciles accounts; posts, balances, and codes data; prepares related records, logs, reports, and processes transactions. 5. Conducts daily under limited supervision or independently: a. Process general clerical accounting duties and transactions. b. Research and respond to relate inquires and complaints. c. Prepare paperwork for collections and reimbursements. d. Perform duties related to issuing student refunds for various refund types. e. Handling in-person, phone calls, text messages, chat, and email interactions. 6. Analyzes, researches, prepares and reconciles sponsored, grant, and non-federal awarded funding for invoicing and billing. 7. Develops spreadsheets and databases to store and analyze data. 8. Performs all duties in

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accordance with applicable laws, collective bargaining agreements, board policies, and administrative regulations and directives.9. Performs other clerical duties for specific/unique needs of the department.10. Performs other related duties as required or assigned.

Clearances: Current criminal record/child abuse clearances will be required if offered the position and to be employed at the College. The three clearances are Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Records Check, and Federal Bureau of Investigations (FBI) Criminal Background Check. The College has provided instructions on how to obtain these clearances, which are available [here](#).

To view the full job posting and apply for this position, go to:
<https://ccac.csod.com/ats/careersite/JobDetails.aspx?id=1801>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

NA

Community College of Allegheny County

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