



College Help Job Description

Team: Accounting – Accounts Receivable

What specific skills are you looking for?

- Accounting interest
- Organizational skills
- Attention to detail
- Filing, Sorting
- Computer skills, Word, Excel
- Punctuality
- Willingness to help wherever needed

What are the essential functions of the student?

- Pulling of documents from Feith
- Creating Collection Letters from various templates
- Copying, Filing, Sorting by number
- Posting payments to the accounting system

List any additional duties that the student would be responsible for:

- Closing collection files out in Feith
- Sending documents to scanning
- Organizing files and maintaining a clean and organized filing system when there is 'down-time'

Additional information/notes: N/A



College Help Job Description

Team: Accounting—Premium Data Entry

What specific skills are you looking for?

Students should have good math and problem-solving skills, as well as good typing/keypunch skills. A working knowledge of Microsoft Outlook is also helpful. Successful students should be detail-oriented, and should self-direct well enough to be able, once trained, to complete routine tasks with minimal direction. Students must be comfortable with repetitive tasks and should work well both with other students and full-time staff from diverse backgrounds and across generations.

What are the essential functions of the student?

Enter premium information, including amount and customer commission, and internal and external reporting data for endorsements, audits, cancellations, and reinstatements within 5 days of receipt.

Investigate any discrepancies or areas needing clarification on premium data entry items, such as incorrect premium or missing information.

Enter endorsements to general policy information including policy number or effective dates, insured name and address, customer name, commission and billing information.

Enter data corrections as required by Accounts Receivable or the Controller to ensure that customer accounts current and internal and external reports are current and accurate.

List any additional duties that the student would be responsible for:

As they become more proficient, students may be asked to assist in training new college help, or to assist with data entry projects that are outside of the normal endorsement workflow.

Additional information/notes: N/A