



**THE OKLAHOMA STATE REGENTS FOR
HIGHER EDUCATION**
Oklahoma Guaranteed Student Loan Program
JOB DESCRIPTION
Accounting Specialist I
Systems Corrections Specialist

**Non-Exempt
Position # 100293**

ESSENTIAL FUNCTION

Deposit, post and balance receivables on a daily basis on the CAPS (Collection Automated Processing System) and DFM (Default Funds Management)/EAGLE systems. Post payment corrections and/or balance adjustments to borrower payment histories.

RESPONSIBILITIES AND DUTIES

- Query the CAPS/EAGLE systems to determine relevant information for posting payments.
- Update Deposit Database with account demographics.
- Post receivables to CAPS/EAGLE systems.
- Forward applicable correspondence to the Recoveries department.
- Reconcile DFM Funds Received and Suspended Transactions reports to the Daily Deposit.
- Complete "CAPS Payment" and "CAPS Mirror EAGLE" corrections, making necessary balance adjustments and memo notations to CAPS.
- Maintain on a daily basis the "CAPS Adjustment" spreadsheet.
- Review and process weekly "CAPS/EAGLE Balance Adjustments Acknowledgement" report.
- Process weekly consolidation report and create payables.
- Process weekly insufficient funds.
- Maintain and order Accounting department office supplies.
- Provide backup support for the EAGLE cashier as needed.
- Assist other Accounting staff as needed.

POSITION QUALIFICATIONS

High school diploma or GED, plus a minimum of three (3) years of general accounting experience or equivalent education in the accounting field. Strong data entry and 10-key skills required. Accounts receivable experience necessary as well as good organizational and communication skills. Microsoft Office experience with a good working knowledge of MS Excel and Word. Database and Docu-Analyzer Application experience desirable. Must be able to work in a high volume area and have the ability to meet strict deadlines with attention to detail and accuracy. An excellent attendance record is required.

SUPERVISION

Employee performs work under the supervision of the OGSLP Accounting Manager.

**Interested candidates may submit a cover letter and resume (including 3 professional references) to:
OSRHE, Human Resources, P.O. Box 108850, Oklahoma City, Oklahoma 73101-8850.**

Fax #: (405) 225-9230

E-mail: hr@osrhe.edu

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