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| **Job Description** |
| **Job Title:** | Senior Accountant – Student Finance | **Location:** | Lee-Kildow Hall |
| **Department:** | Office of Finance & Business | **Reports To:**  | Director of Finance and Accounting |
| **Division:**  | Administrative Services | **Pay Grade:**  | P07 |
| **FLSA Status:**  | Exempt |  |  |

**SUMMARY**

This position is responsible for providing guidance and direction on student accounts, accounts receivable, and cash management, including the supervision of staff and management of payment processing systems. Key responsibilities include performing accounting duties such as reconciliations, financial analysis, and ensuring compliance with federal, state, and institutional policies. The role also involves managing and reconciling receivables, revenue, and expense reporting related to student tuition, fees, loan payments, and financial aid disbursements, applying professional knowledge of accounting principles and practices.

# Essential Duties and Responsibilities

This list includes, but is not limited to the following:

* Manages all sponsored (third party/County Certificate of Residency/Fast Forward) billing processes. Reviews agreements to ensure that all contractual obligations are met. Builds and maintains relationships and communicates with vendors as needed.
* Manages all student accounts collection activity, such as calls and letters for delinquent accounts, preparation of collection files, and associated accounting entries.
* Manages and maintains the integrity of all student accounts and accounts receivable functions including student billing, cashiering operations, posting of federal and state financial aid, management of student payment plans, accuracy of third-party billing, timely issuance of student refunds, non-student invoicing, and sponsor billing.
* Supervises staff responsible for the administration of accounts receivable and cash receipt modules of the campus ERP, including hiring, training, coaching, and managing performance.
* Develops and implements procedures, compliance and internal controls, and monitors programs relating to student tuition and fees, billing rules, refunding and e-commerce, cash receipting, and banking programs. Coordinates the programs and support systems for merchant card and third-party platforms.
* Ensures compliance with federal, state and college policies and procedures for student federal and state financial aid and private contributions.
* Determines and writes off bad debts in accordance with policy. Implements strategies to help reduce delinquencies and maximize collections. Manages assigning delinquent accounts to collections, and maintains working relationship with the Collection Agency.
* Continuously analyzes and evaluates existing processes and technology for potential improvement to maintain a high level of payment data security, personal information security and service to students, families and internal customers.
* Prepares monthly reconciliation of assigned balance sheet accounts including reconciliation of subsidiary accounts to the general ledger.
* Identifies and resolves problems and inconsistencies with student records/accounts.
* Identifies, prioritizes, and resolves accounting issues; identifies underlying issues; recognizes exceptions; performs financial analysis of accounts.
* Interacts with external auditors, providing reconciliations and access to accounting records as requested.
* Provides timely, knowledgeable and courteous responses to all internal and external service requests.
* Resolves issues related to payment processing, account holds, contractual payment agreements, outside scholarships, and third-party billing. Coordinates efforts with Enrollment Services departments.
* Maintains a positive, helpful, constructive attitude and work relationship with supervisor, college staff, students, and the community.

# Marginal Duties

* Performs other duties as assigned.

**REQUIRED MINIMUM QUALIFICATIONS**

The requirements listed below are representative of the minimum qualifications necessary for an individual to satisfactorily perform each essential duty and be successful in the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties.

**Education and Experience**

Bachelor's degree in a related field and a minimum of four years full-time equivalent related experience or equivalent combination of education and experience is required. Degree in Accounting or Business Administration preferred.

# Knowledge, Skills and Abilities

* Extensive knowledge of accounting concepts and generally accepted accounting principles
* Advanced skills in research and interpretation of complex regulations and instructions
* Ability to understand and apply high-level mathematical and reasoning concepts
* Ability to work and think independently
* Ability to learn and consistently apply college system policy and procedures
* Strong interpersonal and oral/written communication skills
* Establish and maintain effective working relationships with all levels of staff, faculty and outside contacts
* Proficient in using computers, related peripherals and job-related software programs, including Microsoft Office
* Ability to understand and effectively operate relational databases specific to the College
* Ability to operate standard office equipment including phone, copier

# Physical Demands and Work Environment

The physical demands and work environment described here are representative of those that must be met or are encountered by an employee in the normal course of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements and environment are typical of those in a general office setting. This job involves regular sitting, standing, walking, typing, moving, lifting objects up to 10 pounds and exposure to office lighting. A wide variety of standard office equipment is continually used, including phone, copier, printer and computer.

September 2024