

Position Title: Coordinator of Student Accounts and Accounts Payable

Purpose & Summary of the Position:

Reporting to the Chief Financial Officer, this position is responsible for all student accounts as it relates to billing and collections, and accounts payable. This position provides a high level of front-line services to the students.

Supervisor:	Chief Financial Officer
Works closely with:	Controller

Essential Functions

1. Using exceptional customer service, handle phone calls, emails and front-line student interactions on a daily basis, providing resolution to appropriate student financial issues. Be efficient and effective in communicating issues to the Controller.
2. Receive and receipt all payments into the students' accounts. Will also handle and process other appropriate payments as necessary (COS, Business Office, etc.) Balance the cash receipts with the print out of the Cash Receipts Daily Report.
3. Maintain accurate student receivables and information in PowerCampus and/or other appropriate systems as required.
4. Maintain all student accounts receivable files, including tracking of outstanding balances, in an accurate and efficient manner.
5. Provide Controller with accurate and timely information on any delinquent accounts.
6. Assertively pursue collections on all student accounts (with the exception of COS students).
7. Keep students informed of all financial policies (payment plans, payment due dates, collection process) by attending/participating in new student orientation and updating forms/documentation on website and self-service.
8. Ensure accuracy of year-end 1098-T forms and be able to answer student questions about these forms.
9. Provide accounts payable posting, coding and check runs.
10. Maintain 1099 vendor records and ensure accuracy of year-end 1099 forms.
11. Credit card transaction coding, posting and reconciliation of accounts/receipts. Making sure credit card policy is being adhered to by all employees.

Occasional Duties

12. Help with the year-end financial audit
13. Other projects and duties as assigned.

Qualifications and Skills/Experience:

1. College degree strongly preferred, or a combination of related experience and education.
2. One to three years prior accounting experience required, preferably in an educational institution. Basic student accounts receivable skills are required.
3. Must possess proficiency in Dynamics GP or similar accounting software
4. Must have basic knowledge of Microsoft Office software
5. Must exhibit excellent customer services skills, both in person and on the phone.
6. Must be able to problem solve and produce appropriate resolutions.

Work Conditions:

Work is primarily indoors at desk with computer.