Position: Director of Student Accounts

Location: Montreat, NC

Application Deadline: Open until filled

Start Date: Sept. 1, 2014

Summary: The Director works under the direction of the VP for Enrollment Management analyzing, problem solving and maintaining student accounts. This position is primarily responsible for student accounts receivable. This is a full-time, benefited position.

Duties and Responsibilities:

- Provide excellent customer service. Answer telephone calls from and meet with students and parents regarding accounts.
- Reading and analyzing student accounts; problem analysis and resolution. Research complex problems with financial aid and application of awards.
- Supervise SPAS Student Accounts Manager and Cashiering responsibility of front desk.
- Collection of student accounts receivable, which includes billing students on a monthly basis, collecting and receipting payments, and posting to the general ledger.
- Prepare, assure accuracy of and mail student billing statements monthly.
- Reconcile Power Campus sub ledger to the general ledger (GP) monthly.
- Yearend reconciliation and audit preparation for SAO.
- Analysis of monthly student A/R report and allowance.
- Arrange annual contract with third party for payment plan, help students arrange payment plans.
- Provide information to student/parents about student insurance and payment plan options.
- Manage health insurance waiver process, submit student list to health insurance provider, check invoice from insurance company prior to payment. Charge athletic liability insurance fee to athletes.
- Process student credit balance refund check requests weekly for SAS, review refunds for SPAS.
- Place delinquent accounts with a collection agency as needed; track collections accounts monthly; reconcile to the G/L.
- Serve as Perkins Loan Coordinator in conjunction with third party servicer for students who have Perkins loans. Manage student loan paperwork: entrance, TIL and MPN online and exit interviews. Perform monthly reconciling of the loan funds.
- As new or existing programs are developed, work on development and updating student account policies and procedures.
- Submit weekly list of students to bill for meals, verify and approve Aramark invoices for payment. Charge and verify commuter meal plans requested by students.
- Update Power Campus assessment rules, billing set up and other system requirements.
- Check for various wires from state/military scholarships/tuition assistance; provide charges to SCO for VA payments.
- Monitor online credit card payments-coordinate cash receipting for online credit card payments, review to verify all payments have been receipted.
- Prepare and submit 1098-T data to IRS and send forms to students via ECSI, notify students of option for electronic 1098-T availability.
- Prepare, organize and supervise check-in for students for SAO

**Qualifications:** Proficient with Microsoft Office products required. Experience with Great Plains and Power Campus preferred. Must have excellent communications and organizational skills. Willing to be flexible in duties and work well with other employees in Financial Aid, Business Office and other departments in the College. Must be able to multi-task and not mind interruptions. Must be trustworthy with confidential information and funds; be self-directed and communicate well. Should demonstrate a testimony of relationship with Jesus Christ in personal example at work and off campus.

**Education/Experience:**
Bachelor’s Degree required, Master’s Degree preferred
Higher Education experience required
Accounting background or undergraduate degree in accounting preferred
Knowledge of Power Campus, Banner, Jenzabar, or Datatel Software

**Supervision:** This person works under the general supervision of the VP for Finance and must be able to accomplish duties without the need for frequent follow up.

**Send Resumes to:**
Jill Gable
Director of Financial Aid
P.O. Box 1267
Montreat, NC 28757
jgable@montreat.edu

**About Montreat College:**
Montreat College is a Christian liberal arts college accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer masters, bachelors, and associate degrees. The main campus is located in the Blue Ridge Mountains fifteen miles east of Asheville, North Carolina, a region recognized as one of the most attractive living environments in the United States. Satellite campuses in Asheville, Charlotte, and other sites supplement the main campus. The College is committed to Christ-centered teaching and learning, and is a member of the Council for Christian Colleges & Universities.