



Position: Senior Counselor, Student Financial Services

Reports to: Associate Director of Student Financial Services

Responsibilities:

Essential job responsibilities include but are not limited to:

- Manage and process all student billing; charges (including third parties), fees & fines (from all departments), holds on accounts, and preparation & delivery of student statements
- Post disbursements to students accounts and notify students in a timely manner
- Ensure the successful collection of accounts receivables from students
- Manage and process all payments, payment-plans, refund checks, book vouchers
- Monitor and process student health insurance waivers and billing
- Manage and process all student requests for special payment situations, in collaboration with the business office
- Assist with the training and development of financial services counselors
- Establish and maintain positive relationships with an assigned group of students so as to provide superior care and attention with regard to their financial aid package and student account.

Secondary job responsibilities include but are not limited to:

- Assist with special events involving prospective and/or current students and their families.
- Assist with miscellaneous departmental duties as assigned.
- Attend and participate in professional groups, seminars and/or courses to enhance professional skills.

Qualifications:

Minimum Education and Experience:

Bachelor's degree required

Financial aid/accounting/banking/customer service experience strongly preferred

A personal commitment to Jesus Christ and support of the Christian character and mission of Montreat College found here: <https://www.montreat.edu/about/mission/>

Knowledge, Skills and Abilities:

Strong desire to promote Christ-centered higher education

Ability to perform in a fast-paced, high-performing, goal-oriented environment

Excellent written and verbal communication skills

Service-oriented

Ability to interact with a variety of individuals in a professional, courteous and tactful manner

Ability to demonstrate organizational skills and an acute attention to detail

Ability to work independently without close supervision

Ability to prioritize tasks, completing them accurately and in a timely manner

Ability to maintain a flexible schedule, working some evenings and weekends

Knowledge and deep understanding of technology

Application Materials:

- Complete Application <https://www.montreat.edu/about/job-openings/application/>
- Cover letter reflecting the candidate's ability to perform the job as detailed in the job description.
- An updated résumé.
- Personal statement of faith.

Send cover letter, résumé, and statement of faith to:

Jeremy Hurse
Director of Student Financial Services
P.O. Box 1267
Montreat, NC 28757

Or by email to: jeremy.hurse@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 associates 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.