

TITLE: Student Account Specialist
DEPARTMENT/DIVISION: Fiscal Affairs
REPORTS TO: Vice President of Fiscal Affairs
CLASSIFICATION: Full-Time, Professional

POSITION SUMMARY

The purpose of this position is to provide accounting and customer service support for the student accounts function regarding all aspects of the billing and collection of payments while ensuring efficient processing of transactions through the accounting system.

SEMINOLE STATE COLLEGE MISSION AND VALUES

- All employees will represent Seminole State College in the most positive manner with prospective, former, and current students, clients, suppliers, and the community we serve. Interacts effectively with a diverse group of faculty, staff, students, and other customers of our services, learns, and uses operating practice of Seminole State College.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Provide training, supervise and implement needed changes in the Cashier office.
- Provide comprehensive and timely customer service to all students.
- Setup and maintain SSC's SIS and other financial systems to ensure accurate student billing.
- Monitor charges placed on accounts from other sources, such as library, parking, housing, etc.
- Review students accounts for accurate posting of charges, application of financial aid, and timely payment of balances owed.
- Generate and send student account statements monthly with consistent due dates.
- Track student withdrawals and ensure accounts are adjusted according to policy.
- Monitor and process student holds.
- Provide an aging report and holds update monthly to Comptroller.
- Post all financial aid to student accounts.
- Process student refund checks on a timely basis, ensuring that Title IV refunds follow all federal rules and regulations.
- Prepare third party billing for any agreements as appropriate.
- Process scholarship checks from third parties.
- Make determination on collectability of accounts and timing for sending to collection agency.
 - Track bad debts and potential write offs.
 - Use aging and collectability data to prepare annual allowance for doubtful accounts
- Administer tuition payment plans.
 - Communicate process with students and answer questions.
 - Monitor the posting of payments to student accounts.
 - Develop customized payment plans for students when needed.
- Prepare annual 1098T's
 - Ensure compliance with IRS rules.
 - Transmit electronic files to IRS.
 - Oversee distribution of forms to students.

- Provide updates for tuition and fee section of the college catalog as requested.
- Monitor information pertaining to student accounts on the college website and the portal.
- Work with Comptroller to assist in reconciling the accounts receivable balance sheet accounts.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Bachelor's degree in accounting or business, or related field required.
- Five or more experience in accounts receivable/billing/collections preferred.
- Working knowledge of billing and collections.
- Intermediate knowledge of Microsoft Word and Excel.
- Advanced skills in oral and written communication.
- Strong attention to detail and accuracy with excellent analytical skills.
- Team player in a small office.
- Experience in higher education highly desirable.
- Experience working with Jenzabar highly desirable.
- Knowledge of financial aid rules and regulations highly desirable.

Applications will be accepted until the position is filled; however, only candidates whose applications are received by July 20, 2023 are assured of receiving full consideration. Salary is commensurate with education and experience. Benefits provided by the college include Oklahoma Teachers' Retirement, group health and dental insurance, long-term disability, and life insurance equivalent to two times the annual contract salary. A tax-sheltered annuity wherein the college contributes 3.5% of any employee's annual salary is available after one year of employment. Employment is subject to successful completion of a background check. *The filling of this position is contingent on the budget.*

To apply, please attach letter of application, resume, copies of all academic transcripts, and three current names and phone numbers of professional references.

Seminole State College
ATTN: Human Resources
P.O. Box 351
Seminole, OK 74818

Email all documents to: HR@sscok.edu

or

*SSC in an EEO employer committed to multicultural diversity.
SSC participates in E-verify.*

Posted July 13, 2023