

**Position:** Student Financial Services Counselor (Accounts Receivable)

**Department:** Student Financial Services

**Reports to:** Director of Student Financial Services

**Job Summary:** Counsel students and parents regarding college financing.

**Duties and Responsibilities:**

- Perform processing, collection, reconciliation and maintenance of student receivables.
- Counsel students in meeting college financial obligations including current tuition, prior receivables and methods of payment.
- Maintain revenue files; prepare reports as required.
- Assist in the review of student accounts; identify and report delinquent accounts.
- Provide support to ensure the smooth flow of business operations and completion of required administrative tasks within the office.
- Respond to and resolve student inquiries made by phone, email, or in person in a timely and professional manner.
- Participate at special functions such as high school college events and open houses.
- Participate in special committees as part of developing the Student Financial Services Office.
- Work with fellow colleagues in other departments to assist in meeting enrollment goals.
- Serve as liaison between the college and federal, state, local and third party agencies for billing and other student related financial matters.
- Understand and adhere to all federal, state, and local regulations regarding the distribution and reconciliation of Title IV funds.
- Perform other duties as assigned in support of the College's mission and goals.

**Qualifications:**

- Bachelor's degree required.
- Excellent organizational, time management and interpersonal skills required.
- Ability to work in a team-oriented environment is essential.
- Excellent written and verbal communication skills.
- Computer proficiency in Microsoft Outlook, Word and Excel. Familiarity with database functionality; preference given to candidates with Ellucian experience.
- Ability to work additional hours during peak periods.

Interested applicants can apply by clicking [here](#).