

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

**Department:** Student Financial Services

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

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

**Duties and Responsibilities:**

- Counsel students to meet college financial obligations including current tuition, prior year receivables and methods of payment.
- Respond to and resolve student inquiries made by phone, email, or in person in a timely and professional manner.
- Reconcile and maintain student receivables data reports.
- Reconcile and maintain collection's system reporting.
- Reconcile and maintain revenue files and preparation of monthly reports.
- Assist in the review of student accounts; identify and report delinquent accounts.
- Support colleagues to ensure the smooth flow of business operations and completion of required administrative tasks within the office.
- 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 all other duties as assigned.

**Qualifications:**

- Bachelor's degree required.
- Strong customer service experience is essential.
- Ability to work in a team-oriented environment is essential.
- Excellent written and verbal communication skills.
- Excellent organizational, time management and interpersonal skills required.
- Computer proficiency in Microsoft Outlook, Word and Excel. Familiarity with database functionality; preference given to candidates with Ellucian experience.
- Ability to work overtime during peak periods is required.
- Culturally sensitive, caring and friendly with a deep understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.
- Ability to relate to the many different constituent groups on campus is required.

**About St. Francis College:**

For over 150 years, the mission of St. Francis has been to provide an affordable, quality education to working class people who otherwise may not be able to attend college. St. Francis College is a private, independent, co-educational urban college whose Franciscan and Catholic

traditions underpin its commitment to academic excellence, spiritual and moral values, physical fitness, social responsibility and life-long learning. We educate the whole person for a full, relational life, developing the students' talents and abilities for meaningful, fulfilling careers, as well as for collaborative, service-oriented leadership.

The College strives to offer ample opportunities for students to immerse themselves in the intellectual, cultural and professional opportunities afforded by New York City and to serve the needs of the local community in which they live and study. Our location in Brooklyn Heights provides a confluence of cultures and religious beliefs, mirroring our commitment to maintain and celebrate our diverse student body.

St. Francis College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to increasing the diversity of our faculty, students, and the curriculum. Qualified candidates of diverse ethnic and racial backgrounds are encouraged to apply.

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