JOB DESCRIPTION

Position: Student Accounts Analyst

Reports to: Bursar

Department: Bursar’s Office

FLSA Status: Non-Exempt

Scope: Reporting to the Bursar, the Student Accounts Analyst is responsible for the tracking of past-due student tuition accounts, maintaining third-party billing records, assisting the Assistant Bursar in Federal Perkins Loan funds operations, carrying out Cashier functions, and performing other duties as assigned.

Basic Responsibilities:

- Track past-due student tuition accounts.
- Maintain third-party billing records.
- Assist the Assistant Bursar in the administration of the Federal Perkins Loan Program
- Carry out cashier functions.
- Perform other duties as assigned.

Specific Responsibilities:

Track past-due student tuition accounts

- Monthly evaluate account balances for undergraduate and graduate students on Bursar’s hold and no longer at the college.
- Track balances on Excel and generate appropriate correspondence using Microsoft Word.
- Coordinate collection efforts regarding transcript holds with Transcript Clerk.
- Remove students from financial hold upon receipt of payment.

Maintain third-party billing records

- Prepare invoices for outside scholarship foundations/agencies.
- Provide direction to the cashier for proper coding upon receipt of payment.
- Maintain notebooks for paper trail of invoices and payments.
- Communicate to the Financial Aid Office as authorizations for payment are received and paid.
- Reconcile scholarship posted to student accounts to the paid scholarship file.
- Maintain spreadsheet of unpaid or unreconciled items.

Assist the Assistant Bursar in the administration of the Federal Perkins Loan Program

- Prepare letters to borrowers who appear on the monthly cohort past-due list.
- Send changed addresses to third-party servicer and to college departments.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of supervisors to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.
- Reconcile loans at the collection agency to third-party servicer’s list.
- Assist the Assistant Bursar in other loan fund operations as needed.

**Carry out cash receipt/Cashier functions**
- Open mail and decode payments for proper receipting.
- Execute end-of-day cash receipt reports and generate cash receipts.
- Ensure registers and deposit slips are filed accurately for auditor’s review.
- Total petty cash vouchers on a routine basis and prepare check requests to replenish cash drawer.
- Perform duties of Cashier in his/her absence.

**Perform other duties as required by the office.**
- Post student adjustments as directed.
- Prepare outgoing mail.
- Update student McDaniel1Card records and reconcile activity report.
- Investigate and resolve mail returned for incorrect addresses.
- Stuff monthly student tuition bills as needed.
- Assist Financial Services in distribution of paychecks and other Financial Services functions as needed.

**Qualifications:**
- High school diploma required. Two years’ experience in higher education preferred.
- Familiar with Microsoft Excel and Word.
- Well-developed interpersonal skills and ability to communicate effectively.
- Accurate and attentive to detail and organizational skills.
- Demonstrate discretion when dealing with sensitive issues.
- Flexible, able to work well under pressure. Must be able to meet deadlines and multi-task.
- Ability to work well with others.

**Physical Characteristics:**
- This position requires sitting for long periods of time, as well as some bending and stooping when working with files. This position does have some limited lifting involved but not more than 10 pounds at a time. Quite a bit of finger/hand dexterity is involved in regards to typing and/or filing. The overall setting of the job is in an area conducive to a normal office environment with minimal exposure to adverse conditions.

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