



Student Accounts Specialist

College of Saint Mary is seeking a goal oriented and self-motivated professional to join the Financial Services Team as a Student Accounts Specialist. At College of Saint Mary we believe in the power of education to help women realize their potential, identify leadership strengths and find fulfillment in careers and lives.

This position is responsible for providing a high-level of customer service to all Express Center visitors. This includes being responsible for: assisting students with account information and making financial arrangements; accepting payments and cash receipts; processing end of day closing and cashing out; pre collection communications and in-house payment plans; applying charges to student accounts.

Essential Functions

- Provides Customer Service and greets walk in guests to the Express Center
- Assists students with the SFA Process
- Process Campus Store deposit, gift list, various other payments and deposits
- Accept cash receipts and student payments
- Prepare cash advances and cash reimbursements
- Run end of day closing and cashing out for Express Center
- Prepare daily and weekly cash deposits and daily electronic check deposits
- Update daily cash and credit card receipts spreadsheets
- Order cash and coordinates distribution of cash for Bookstore buy back
- Prepare, track and send all ACH for Tuition, Advancement and In House Payment Plans
- Administer past due notifications, late payments, pre-collect and in house payment plans; assists controller with the collections process
- Receive, process and disburse all Outside Scholarships
- Check all SFAs for accuracy as they are completed
- Assist in all phases of student billing, collection, and financial aid disbursement as needed Reconcile Tuition Deposits, ACH and Outside Scholarship accounts, and assists Controller with accounts as needed
- Reconciles Campus Card Account Daily and collects funds from the machine in Hixon Lied Center
- Monitor the balance list and payment plans frequently for past due accounts
- Provide back up for the Director of Student Accounts when needed.

Education and Experience:

Required: High School diploma, 1-2 years of experience in customer service and/or cash handling

Preferred: Some college, cash handling experience

Application

Please apply using the following link. Please have a resume, cover letter and contact information for three professional references, including a minimum of one supervisor ready to upload during the application process.

[Application for Student Accounts Specialist](#)

College of Saint Mary is a Catholic university providing access to education for women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, marital status or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.