



JOB POSTING

TITLE: Assistant Director of Student Accounts

DEPARTMENT: Student Accounts

REPORTS TO: Director of Student Accounts

COMPENSATION: \$18.13 per hour; annualized salary \$33,000

BASIC FUNCTION: He/she is responsible for assisting CSR in answering student and parent questions and handling situations that require special attention. This individual will administer accounts receivable monitoring, including aging, analysis, cash flow, and collections process. He/she must be detail oriented with great communication/problem solving skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Handle student and parent billing concerns
- Balancing/reconciling of G/L accounts
- 1098-T tax forms
- Accounts receivable analysis
- Book voucher processing.
- Processing of credit balance refunds.
- Will fill in at the Front Desk to cover lunch, vacation and as a second CSR during busy times of each term.

OTHER DUTIES AND RESPONSIBILITIES:

- Third party billing
- Assist with account adjustments
- Resolve disputes related to student accounts
- Assist with orientation, move-in and presentations
- Other duties as assigned

QUALIFICATIONS:

- Bachelor's degree in Business, Accounting or other related field.
- Experience in A/R or Customer Service
- Good communication, presentation and phone skills
- High level of accuracy and attention to detail
- Computer skills- MS Office suite a must
- Jenzabar JX/CX – a plus

This is a non-exempt; 35 hour work week position. Enjoy excellent benefits including 14-16 holidays, free parking, pleasant work environment, tuition remission, and more!

Please submit a cover letter, resume and salary requirements to: careers@ndc.edu