



## **NOTRE DAME COLLEGE JOB OPPORTUNITY**

Notre Dame College, a Catholic institution in the tradition of the Sisters of Notre Dame, educates a diverse population in the liberal arts for personal, professional, and global responsibility.

**TITLE:** Director of Student Accounts

**DEPARTMENT:** Student Services

**STATUS:** Exempt, Administrative

**REPORTS TO:** Vice President for Finance and Administration, CFO

### **Job Summary:**

We are seeking a Director of Student Accounts that will be responsible for managing student receivables as the steward for billing administration and collection activities including the establishment and enforcement of policies and procedures.

### **Essential Duties and Responsibilities:**

- Responsible for the majority of revenue recognition and cash receipts processing for the College.
- Administers the calculation and posting of all tuition charges and related fees such as auxiliary enterprise charges.
- Oversees the application of financial aid to the student financial account including the posting of loans and responsible third-party billings.
- Records and applies all cash payments to student financial accounts.
- Manages collection activities that maximize collections of student receivables, promote healthy retention of students and excellent relations with students that must “stop-out” for financial or personal reasons.

### **Minimum Qualifications:**

- College degree majoring in business or accounting.
- Strong computer skills including integrated accounting systems and Microsoft Office systems.
- Experience with Jenzabar systems and Transact/Cashnet a plus
- Excellent customer service skills.
- Experience with higher education and bursar activities, regulatory process for Federal and State student financial aid, and consumer credit protection and related statutes.

### **HOW TO APPLY:**

Please send a resume or curriculum vitae, cover letter and three professional references to:  
[careers@ndc.edu](mailto:careers@ndc.edu).