

Position Announcement

Posted: 3/16/20

Student Accounts Specialist

North Central State College is accepting resumes for a full-time Student Accounts Specialist in the Accounting Services department.

Essential duties/responsibilities include but are not limited to:

Processing Student Accounts Receivable

- Update student accounts, through the financial aid posting process. Balance student aid accounts and request funds
- Balance accounts on a monthly basis
- Verify amount of student refund checks to be issued and process refund
- Confer with outside agencies and other College departments to coordinate billing and resolve outstanding issues with billing pertaining to early learning students
- Research and respond to students' questions about outstanding balances, due dates, payment plans, receipt of payments from third-party sources
- Monitor and update early learning student data.
- Reconcile student loan bank account
- Other duties as assigned

Accounting/Bookkeeping

- Reimburse petty cash receipts
- Prepare daily cash log
- Prepare journal entries as needed
- Other duties as assigned

Miscellaneous

- Prepare student 1098-T statements
- Process Foundation accounts payable
- Perform duties of Cashier as needed – second line coverage
- Perform duties of staff accountant as needed
- Other duties as assigned

REQUIRED QUALIFICATIONS:

Education: Associate's degree in Accounting, Finance, Administrative Technology or Business Administration

Experience: Two years' work experience performing bookkeeping or accounts receivable functions using modern computer software.

Please express your interest in this position by submitting a letter of application and resume to:

www.ncstatecollege.edu, Click on *Jobs* then jobs@ncstatecollege.edu

or send to

NORTH CENTRAL STATE COLLEGE
Attention: Human Resources
2441 Kenwood Circle, Mansfield, OH 44906

Resumes will be reviewed beginning 3/30/20 and until filled.