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**JOB POSTING
OFFICE OF HUMAN RESOURCES
June 9, 2020**

POSITION: Student Accounts Manager (*formerly titled- Bursar*)
DEPARTMENT: Accounting
DIVISION: Finance & Administrative Services
REPORTS TO: Controller
HOURS: Exempt, Full-Time, 35 hours per week, Mon-Fri, 8:30 a.m. to 4:30 p.m.

Note: As a member of our exempt work force there could be occasions when a commitment beyond the normal workweek may be required.

GENERAL DESCRIPTION: Responsible for the daily activities of the Student Accounts Office; student billing and receivables, disbursement of aid, processing refund checks, assisting and counseling students on accounts due to the college, and performing other related duties as assigned.

SPECIFIC RESPONSIBILITIES: Responsible for the billing and collection of student accounts.

Manage accounts receivable.

Consult with students regarding their financial status and provide assistance with methods of payment.

Placement of all credits and charges from all departments to student accounts.

Placement of delinquent accounts with outside collection agency when deemed appropriate.

Ensure timely processing of cash receipts and deposits into the bank account.

Responsible for batching daily cash receipts to be posted by the accounting department.

Oversee the disbursement of Title IV Funds, alternative loans, scholarships and payments to student accounts.

Responsible for the Federal Perkins Loan portfolio: ensure the accuracy of these accounts; assist borrowers with forbearances, address changes, payoffs, etc.; and monitor past due accounts and assign accounts to collection agencies or government assignment when necessary.

Reconcile student accounts receivable system (CAMS) with accounting student accounts receivable (GP Dynamics) on a monthly basis. Identify variances, adjusting entries and present monthly reports to the Controller.

Calculate adjustments to student accounts for withdrawals. Return funds to lenders in required timeframe.

Responsible for annual filing of IRS Tax Form 1098-T, Tuition Payments Statement and TL11A Canadian Tuition Certificate.

Monitor Donations.

Oversee third party payment vendors (Flywire, Nelnet, etc.).

Interact with outside agencies such as banks, collection agencies, and third party loan servicer (ECSI).

Supervise the Student Accounts Assistant.

Staying abreast of and interpreting changes in applicable federal regulations and tax law.

Serve on internal college committees when requested.

Create reports and or complete special projects as requested by Controller.

QUALIFICATIONS: Bachelor's degree in accounting or related field required. Experience in higher education with Student Accounts/Financial Aid preferred. Accounting experience preferred. Experience with CAMS student software and/or GP Dynamics accounting software a plus. Working knowledge of PC based computer system and spreadsheet software required (Microsoft Office). Ability to work independently and under pressure to meet deadlines. Excellent interpersonal and organizational skills are necessary.

NOTE: Due to the driving/ travel requirements, this position is subject to the College's Motor Vehicle Use Policy and the employee will be required to sign a release upon hire, as well as, annually; so that the College may obtain a Motor Vehicle Report for the personnel file.

If you are interested in applying for this position; please submit a cover letter of interest, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: humanresources@nycc.edu

** Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.*

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