Student Billing Coordinator/Accounting Assistant

Franklin College is seeking a Student Billing Coordinator/Accounting Assistant. The ideal candidate will follow established procedures and guidelines to process and maintain accounting records. Interact and correspond regularly with students, parents, and staff on a wide variety of questions and issues. This is a full-time, 12-month position reporting to the Business Office Manager.

RESPONSIBILITIES

- The Billing Coordinator will coordinate and carry out a variety of clerical and technical accounts receivable (student account) tasks and functions
- Student billing functions require data entry, bookkeeping, accuracy, organizational and communication skills
- Confer and correspond regularly with students, parents, Financial Aid, Student Development and the Academic Records Office on a wide variety of questions and issues related to student accounts or other accounts receivable
- Exchange information, explain College policies and procedures, investigate/resolve problems and provide customer service

ESSENTIAL FUNCTIONS

- Oversee daily accounting, collection and reporting of student accounts receivable
- Coordinate daily deposits in the business office and with the development office
- Balance all General Ledger (GL) accounts associated with student billing.
- Process Student billing which includes:
  - Generate tuition/fee charges by semester
  - Data entry on misc. charges
  - Process and maintain financial aid interface
  - Manage student files and process refunds to students/fraternities
  - Maintain student account stops
  - Complete a variety of general clerical tasks for the Business Office such as sorting and distributing mail, answering phones, general typing, photocopying, etc.
  - Perform cashier duties
  - Follow and abide by all safety rules and regulations
  - Other duties as assigned

SKILLS & COMPETENCIES

- Keep sensitive records and information confidential
- Able to work as a team member
- Exercise collaborative decision making
- Enjoy working with college students
• Possess excellent organizational, communication, and presentation skills
• Take initiative; manage time effectively; demonstrate flexibility
• Fully commit to the mission of Franklin College
• Ability to prioritize tasks that are received from multiple departments
• Ability to use discretion and judgment
• Effective communication skills
• Practice a positive and professional attitude
• Ability to multi-task
• Excellent Customer service
• Meticulous attention to detail; accuracy
• Proven experience with Microsoft Office Products

REQUIREMENTS

• HS diploma
• 2 years of full-time related work experience preferably higher education
• Demonstrated ability to handle difficult and sensitive information
• Ability to take initiative, customer service skills, and the ability to deal courteously and efficiently with vendors, faculty, staff, students and parents
• Preference for experience with PowerCampus.

Benefits package includes health, dental and vision insurance, life and disability insurance, paid time off, retirement plan, EAP, and tuition benefits for employee and their family. Review of applications will begin immediately. To apply for position please send cover letter, resume and names and contact information for three professional references via the online application system here – Franklin College Staff Application

Contact Human Resources with additional questions.
Franklin College
101 Branigin Blvd.
Franklin, IN 46131
humanresources@franklincollege.edu

Franklin College is committed to providing an inclusive and welcoming environment and to ensuring that educational and employment decisions are based on individuals’ abilities and qualifications. Consistent with these principles and applicable laws, it is therefore the College’s policy not to discriminate on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, marital status, race, religion, sex, sexual orientation or veteran status as consistent with the Policy on Prohibited Discrimination, Harassment and Related Misconduct. No person, on the basis of protected status, shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination, harassment, or retaliation under any College program or activity, including with respect to employment terms and conditions. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.