

Position: Student Accounts Specialist / Accounts Receivable

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position, you should submit:

1. [KWU Employment Application](#)
2. Cover letter,
3. Resume/curriculum vitae,
4. Three references,
5. Desired salary (may be entered on application)
6. Please email your application materials to hr@kwu.edu.

The timeline for filling this position is:

- Applications will be taken until the position is filled.
- Interviews will begin when qualified applicants are identified and continue until a hiring decision is made.
- The position starts as soon as April 1, 2025.

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

Position Summary: The role is responsible for managing cash receipting and bad debts for students and institutional offices to support the mission of Kansas Wesleyan University.

Key Responsibilities:

1. **Essential Duties (60% - Student Accounts):** Manage student billing, charges, and payment plans, including processing ACH payments and returns. Generate refunds, review monthly statements for errors, assist with placing/removing holds on accounts, and ensure student files remain confidential in compliance with FERPA.
2. **Cash Handling and Receipting Funds (30%):** Receipt, deposit, and reconcile incoming funds for the University, ensuring compliance with payment policies. Balance drawers, post payments, and process bank
3. **Other Duties (10%):** Manage petty cash, prepare reports, and coordinate student health insurance. Handle year-end duties, maintain the task manual, and take on additional tasks as assigned.

Work Environment:

- **Schedule:** Monday through Friday, 8 a.m. to 5 p.m. schedule with additional hours as required by university and group needs.
- **Physical Environment:** Mostly office work with some campus interaction.
- **Travel:** Minimal, typically for meetings and development activities.

Performance Measures:

- Maintain an up-to-date task manual.
- Ensure compliance with PCI and FERPA.
- Complete monthly entries without reminders.
- Deposit funds timely.
- Understand policies for receipts posting.
- Participate in informal weekly reviews and formal annual performance reviews.

Qualifications:

Education: Required is High School Diploma or Associate's Degree, or equivalent experience. (Bachelor's Degree preferred)

Experience: Required two years of accounting, cash handling, credit card processing, and customer service. Preferred More than four years of accounting, cash handling, credit card processing, and customer service in a higher education environment.

Regulatory Requirements: Must follow Payment Card Industry Data Security Standard (PCI-DSS) and the Family Education Rights and Privacy Act (FERPA).

Salary and Benefits: Salary based on experience, with full-time employee benefits.

Additional Information: A more detailed job description will be provided at the time of interview.

This is a full-time, non-exempt/hourly position. This role requires leadership and strong organizational skills.