WARTBURG COLLEGE POSITION DESCRIPTION

Title of Position – Financial Services Coordinator
Preparation Date: January 10, 2020

Function of Position:
Responsible to the Assistant Controller for cash receipts, cashing duties for students, faculty and staff; daily cash balancing routine; and processing deposits. The overall main function of this job relates to interacting with our customers, including students, parents, faculty, staff, alumni, donors, retirees and others. This position is also responsible for the in-house monthly payment plan.

Principal Duties and Responsibilities:
1) Access administrative systems for the Business Office and Financial Aid Office to assist students, parents, faculty, and staff, respond to their questions, provide guidance, explain account information and process their transactions in a timely and accurate manner. (45%)
2) Administer the monthly payment plan for student accounts, including preparing brochures, communicating with students and their families, and managing the monthly payment plan. Process receipts for loans, collection accounts, and past due student accounts. (15%)
3) Perform daily cash balancing, investigate and correct any errors, prepare the daily deposit, and maintain appropriate supporting records. (9%)
4) Research and resolve customer account questions. (5%)
5) Process gift/donor reports and reconcile to related funds. (5%)
6) Update monthly ACH files for donors, insurance, and payment plans. (5%)
7) Prepare individualized billing statements, review accounts, approve payments to vendors and process refunds for students studying abroad. (5%)
8) Reconcile various accounts from the detail to the general ledger. Accounts include, but are not limited to All Campus Spending, deposits, escrows, etc. (5%)
9) Prepare quarterly sales tax returns and gambling tax returns. Prepare work papers for the annual audit. (5%)
10) Perform other duties as assigned. (1%)

Supervision:
Definite objectives are set up for the employee by the supervisor, requiring the use of a wide range of procedures. The employee plans and arranges his/her own work and consults with the supervisor on unusual cases.

Minimum Qualifications:
Requires one year of related experience; excellent customer service and verbal communication skills. Prefer knowledge of Jenzabar, Microsoft Office, banking or accounting experience.

Application Procedure:
Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: hr@wartburg.edu. See www.wartburg.edu for further information about the college. Screening begins immediately and continues until position is filled.

WARTBURG COLLEGE is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from members of underrepresented ethnic and minority groups.