



POSITION ANNOUNCEMENT

Job Title: Administrative Support II
Department: Student Accounts
Reports To: Manager of Student Accounts
Level: 3
Shift/Hours: 40 hours per week
Date Prepared: November 27, 2017

SUMMARY

This position provides service to students as it pertains to their educational financial needs. Assists with monetary collections and supports the Business Office with audits for account receivables.

ESSENTIAL DUTES AND RESPONSIBILITIES

1. Provides support and assists with completing projects and assignments as well as assisting with processes in the absence of other staff.
2. Handles and resolves invoice inquiries to include conducting research, making adjustments and account entries in accordance with institutional policies.
3. Assimilates activity of other departments and their relationship to Student Accounts.
4. Responsible for bank deposit process to include balancing cash receipts for the daily deposits.
5. Assists in the preparation of accounts receivable financial transactions for the institutional bank reconciliation and audit.
6. Handles balancing general ledger activity to account receivable transactions.
7. Provides customer service for all communication including in-person, phone, and email.
8. Participates with opening and closing the Student Accounts Office.
9. Other duties as assigned.

QUALIFICATIONS

The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High School diploma or general education degree (GED); and one to three months related experience and/or training; or equivalent combination of education and experience; basic accounts receivable skills. Experience working in Higher Education a plus. Working knowledge of Microsoft Office required. Some knowledge of operational software preferred. May be required to work hours outside of normal business hours.

TO APPLY

Please complete the application at <http://www.madonna.edu/resources/human-resources>. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to hr@madonna.edu. Current employees must complete the internal application on MY Portal >Employee Resources.

MADONNA UNIVERSITY

A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.