



POSITION ANNOUNCEMENT

Job Title: Billing Specialist
Department: Student Accounts
Reports To: Manager of Student Accounts
Level: 5
Shift/Hours: 40 hours per week
Date Prepared: December 6, 2017

SUMMARY

This position maintains direct third-party billing system for students educational & financial needs. Runs and balances accounts receivable reports, processes third-party book authorizations, receipts third-party payments. Acts as liaison to third-party organizations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Handles third-party billing and receivables, prepares invoices and book authorizations, maintaining third party contact information. Determines third-party accounts that are delinquent.
2. Assists in decision-making to include authorizing student refunds for students, miscellaneous adjustments to Student Accounts, and requisitions for processing payments in the absence of the Manager of Student Accounts.
3. Handles and resolves invoice inquires to include conducting research, making adjustments and account entries in accordance with institutional policies.
4. Ensures task documentation and procedures are maintained and updated.
5. Works with charges tables and discount tables for student invoices, balances general ledger activity to accounts receivable transactions and assists in the preparation of accounts receivable financial transactions for bank reconciliation including wire transfers.
6. Handles daily payment transfers for ACH (E-check) to the university bank.
7. Imports the non-receivable online payments to the Institutional general Ledger system.
8. Processes off campus payment notices for dual enrollment programs.
9. Assimilates activity of other departments and their relationship to Student Accounts.
10. Provides support with department projects and to complete assignments in the absence of staff and supervisor.
11. Provides customer service for all communication including in-person, phone, and email.
12. Prepares staff schedule as related to office hour changes as a result of institutions request.
13. Opens and closes Students Accounts Office.
14. 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 at least 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.