



Northeast is an equal opportunity employer.

**JOB POSTING
OFFICE OF HUMAN RESOURCES
March 10, 2023**

POSITION: Student Accounts Office Assistant (Part-Time)
DEPARTMENT: Student Accounts
REPORTS TO: Associate Controller of Finance and Student Accounts
DIVISION: Finance
HOURS: Non-Exempt, Part-Time, 20 hours per week, Monday – Friday

GENERAL DESCRIPTION: The Student Accounts Office Assistant is responsible for providing support for the daily operations of the Student Accounts Office; payment collection and processing, cash management, resolving discrepancies. The Student Accounts Office Assistant serves as the front-line staff for the Student Accounts Office, responding professionally and courteously to all student account/billing inquiries from students, parents, faculty, and staff through in-person, phone, or other electronic communications.

SPECIFIC RESPONSIBILITIES:

- Service the Student Accounts Office counter; answer questions, collect payments, distribute payroll checks to students.
- Assist with student billing, refunds, and financial clearance for registration.
- Balance and prepare the daily bank deposit and bring to the bank.
- Process student new hire paperwork and assist in the bi-weekly review of student payroll.
- Regulate cash drawer.
- Generate reports and monitor online tuition payments.
- General office clerical work.
- Other duties as assigned.

QUALIFICATIONS: High school diploma or equivalent required. Associate degree or relevant experience in accounting or related field preferred. Experience in higher education environment is a plus. Working knowledge of PC based computer system and spreadsheet software required (Microsoft Office). Individual must be able to work independently and under pressure to meet deadlines. Excellent interpersonal, organizational, and prioritizing skills will be necessary.

NOTE: Due to the driving/ travel requirements, this position is subject to the College's Motor Vehicle Use Policy and the employee will be required to sign a release for a Motor Vehicle Report upon hire. This release will remain in effect through the duration of employment unless revoked in writing. Motor Vehicle Report checks are conducted annually by the College.

Northeast College of Health Sciences is committed to creating a culture of diversity, equity, inclusion, and belonging with our college campus community. In support of our institutional values, we acknowledge each person's unique experience, perspective, and ability as contributions that both enrich our community and enhance the professions and people we serve. As such, the College is dedicated to providing equitable opportunities to all future and current employees, including those belonging to groups that have been historically underrepresented in higher education.

If you are interested in applying for this position; please submit a cover letter of interest, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: humanresources@northeastcollege.edu

** Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.*

Northeast College of Health Sciences is an Equal Opportunity employer and does not discriminate against students or employees on the basis of age, race, color, creed, gender, sexual orientation, or handicapping conditions (or any other protected status) in its educational programs, financial aid, activities, admissions and employment practices.