

## **Student Accounts Coordinator**

The University of Arkansas - East Arkansas Community College is currently accepting applications for the position of Student Accounts Coordinator

### **Position Summary:**

This position will primarily point of contact in the Student Welcome Center for the Business Office in all aspects of student accounts. Responsibilities include, but are not limited to, receiving and receipting of payments from various sources, assisting with the processing and distribution of financial aid, reconciling daily intake of payments, monitoring and analyzing student accounts, compiling student account data for billing, and limited financial counseling.

### **Typical Functions:**

Receives, reviews and audits accounts receivable to ensure accurate billing, timely payment and collection of student accounts, if necessary. Performs data entry of student payments, including daily cash reconciliation and reporting to ensure efficient and accurate handling of student funds. Communicates with councilors and students to provide information regarding the status of student accounts. Assist students with payment issues and direct them to available financial resources. Review and distribute financial aid to eligible students. Review and bill appropriate entities for the reimbursement of concurrent and secondary students. Analyze and review 1098-T forms for distribution. Maintains manual and computerized files. Prepares forms, correspondence, reports and other documents. May assist with all functions within the Business Office when needed. Perform other duties as assigned.

### **Minimum Education and/or Experience:**

The formal education equivalent of an Associate's degree; plus two years of related experience and one year of bookkeeping or basic accounting. Bachelor's Degree is preferred. Years of experience may be considered in lieu of education. Must be proficient in Excel and possess excellent customer service skills.

**Base Salary:** \$35,360, Commensurate with experience.

### **What We Offer:**

A generous benefits package with 100% health and dental insurance paid for employee. Family coverage and vision insurance offered for an additional premium. Paid life insurance and long-term disability insurance, tuition waivers for employees and their families, a healthcare spending account, catastrophic leave bank, and paid maternity or parental leave. Paid holiday leave 11-13 days annually; 8 hours sick leave per month; and a sliding scale of vacation (annual leave) ranging from 10 hours per month to 15 hours per month depending on years of service.

Please submit an UA-EACC application, cover letter, resume' and transcript(s) to UA-EACC Office of Human Resources, 1700 Newcastle Rd, Forrest City, AR 72335, via email to [humanresources@eacc.edu](mailto:humanresources@eacc.edu), or complete an online employment application located at [www.eacc.edu/employment](http://www.eacc.edu/employment). Review of applications will begin immediately and continue until the position is posted. UA-EACC offers all full-time employee a generous benefits and leave package.