



NOTICE OF VACANCY

Coordinator of Student Accounts

REPORTS TO: Vice President of Business Services

DESCRIPTION OF POSITION: At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Coordinator of Student Accounts will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students, and community partners who support the institution's mission.

The Coordinator of Student Accounts is responsible for ensuring accurate and timely posting of all student account related accounting transactions and maintaining financial accounts for all students enrolled at MDCC. This position involves a tremendous amount of customer service handling, student account issues, and questions. This position will have times where it will be necessary to come in early and stay late.

More specifically, the Coordinator of Student Accounts is responsible for the following:

DUTIES AND RESPONSIBILITIES

- Coordinate issuance of Title IV and all other refunds with VP of Business Services and Financial Aid Director.
- Create Fee Sheets and a Timeline of Important Events for each semester.
- Ensure the Business Services webpage is up to date and accurate concerning student account information.
- Ensure the final year end student account printout is available and accurate for June 30th each year and verify all balances July 1.
- Handle registration of students, collection of payments, invoicing students and agencies for amounts due;
- Maintain Bookstore student charge accounts.
- Maintain student account information and apply/unapplied charges and payments as necessary to ensure that accounts are easy for students to understand.
- Modify and print requested reports using Argos.
- Post necessary charges to student accounts.
- Prepare information on return checks and process return check letters.
- Prepare student account aging reports.
- Prepare, verify, and control the entering/posting of journal entries and adjustments to all funds related to student accounts and reconcile those funds with the general ledger.
- Prepare & submit to computer services the student account write-offs.
- Process Holds as needed.
- Process invoices and payments for military students.
- Process LETA A/R and LETA academic cadets, invoice agencies and self-sponsored cadets, receipt payments, and reconcile to the general ledger.
- Process student bankruptcy reports and account updates.
- Process student housing forms, diploma applications, and other online payments.

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Waunita Roberts Jones, Director of Human Resources, Stauffer-Wood Administration Building, Suite 144, Office 145, P. O. Box 668, Moorhead, MS 38761, 662-246-6309; EEOC@msdelta.edu.

DUTIES AND RESPONSIBILITIES (cont.)

- Process and/or supervise the processing of student tax setoff files, entry/posting of fees/payments, etc. related to setoff.
- Process third-party billings including MPACT, hospitals, scholarships, etc.
- Process 1098's yearly.
- Receipt monies from all sources related to student accounts and assist with the daily cash counts.
- Reconcile and/or supervise the reconciliation of online payments settlement report to the general ledger.
- Service customers at the counter and on the phone, and take messages as needed.
- Set up registration tables for each semester.
- Utilize Excel to prepare detailed spreadsheets.
- Update Catalog charge and refund information and Adjunct Faculty Handbook information yearly.
- Verify accuracy of bookstore daily sales, prepare deposits, and prepare/enter general ledger journal entries, as needed.
- Perform any other duties assigned by the Vice-President of Business Services.

MANDATORY QUALIFICATIONS

- Must hold a minimum of an Associate's Degree with emphasis in Accounting or Business
- Must have a minimum of three years of work experience in related office environment.
- Must be dedicated to and appreciate the concept of the community/junior college.

PREFERRED QUALIFICATIONS (not required)

- Preference will be given to applicants with a Bachelor degree in Governmental Accounting
- Preference will be given to applicants with experience with working with ARGOS.

KNOWLEDGE AND SKILLS REQUIRED

- Ability to be a team player and demonstrate accountability for responsibilities.
- Ability to exercise considerable initiative, independent judgment, discretion and confidentiality in performing tasks.
- Ability to make difficult decisions and properly respond to sensitive situations.
- Ability to multitask and possess initiative.
- Ability to organize events and carry out major projects with minimal supervision and direction.
- Ability to work and communicate effectively with all college stakeholders including administrators, faculty, staff, students, and local patrons.
- Able to think creatively and respond timely to pressing deadlines.
- Broad understanding of and experience with issues and policies in public higher education and within a community college system.
- Dedicated to and appreciate the concept of the community college.
- Demonstrated effective use of technology.
- Effective planning, organizational, and time management skills.
- Familiar with data entry using Banner
- Have a working knowledge of Excel, Microsoft Word, and a 10-key calculator.
- Highly attentive to detail.
- Must be able to work under stressful situations while multitasking and maintaining a positive attitude.
- Strong sense of personal and professional integrity.

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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position may also require some travel and working some evenings and weekends.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT

This is a Full-Time, 12-month, Exempt, Non-Teaching Professional (NP) position.

SALARY

The salary will commensurate with education and experience.

APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application Form
2. *Unofficial* College Transcript(s)
3. Current Resume
4. Valid Driver's License
5. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to humanresources@msdelta.edu or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

DEADLINE

Internal/External– January 24, 2025 at 5:00 p.m.

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