

STUDENT BILLING

Assistant Director

Level S-05

Salary Range: \$11.50/hr - \$18.75/hr

Institutional Mission:

Southwestern Assemblies of God University exists to equip students spiritually, academically, professionally, and cross-culturally for their God-given careers and callings.

Primary Function:

The Assistant Director of Student Billing reports directly to the Director of Student Billing. The Assistant Director of Student Billing will oversee the daily activities of the Student Billing office, counsel and assist students concerning payment of school bills, and help develop and maintain overall collections procedures.

Major Responsibilities:

Coordinate all daily Student Billing activities under supervision of the Director

- Maintain accurate records of general ledger transactions
- Help maintain a minimum 98% collections rate of current accounts receivable
- Oversee all third-party activities and payments, including
 - Supervision of VA benefit processing
 - Supervision of past-due collections process
 - Supervision of bookstore reconciliation
 - Oversight of Perkins loan account management
- Oversee and maintain student withdrawals and refunds
- Plan and maintain current student communication including:
 - Traditional communication (phone, email, mail)
 - Social media
- Assist Director for special events and speaking engagements

Qualifications:

- A good understanding of receivables, computer applications, and general accounting functions
- Clear, quality communication and conflict management
- Project management and team leadership
- A four-year degree is preferred

Contact: Human Resources at humanresources@sagu.edu

Application Process: Applications are available at www.sagu.edu/employment. Incomplete forms will not be accepted. Your resume may be included when submitting the application to the Human Resources Office.

Fair Labor Standards Act

This position is not exempt from overtime.