

**ST CLOUD STATE
UNIVERSITY VACANCY
POSTING**

This posting is effective **April 15, 2025** and expires **April 21, 2025**.

Eligible employees* may indicate interest in this vacancy by submitting their interest in writing to the Human Resources office during its regular business hours on or before **April 21, 2025**.

JOB NO.
0425-33

WORK AREA
Campus

CLASS & EMPLOYMENT CONDITION
Accounting Officer
Full time, Unlimited

NORMAL HOURS OF WORK
Monday through Friday
8:00am-4:30pm

GENERAL DESCRIPTION OF JOB

This position is responsible for coordinating the Collection process(es) and analyzing the data of accounts for referral to collection agencies, querying and analyzing AR account and loan data, the Return of Federal funds process, processing third-party credits and billing, and Financial Aid reconciliations. This position will actively advance the college's strategic goals, including to achieve equity in educational outcomes and to support a culturally responsive and service-oriented culture, through individual and departmental efforts.

Minimum Qualifications

- 2 years technical accounting experience; a bachelor's degree can substitute for 1 year experience; an associate degree can substitute for 6 months experience
- Knowledge of Generally Accepted Accounting Principles (GAAP) sufficient to analyze, interpret, and prepare financial information, records, and reports; locate errors; and recommend solutions to procedural or other fiscal problems.
- Knowledge of governmental accounting systems (or comparable), sufficient to query and compile records and reports for use by management, and recognize and reconcile errors or inconsistencies.
- Ability to provide lead work and direction to other employees in refund and waiver calculations, receivable corrections and adjustments, and to safeguard University financial assets.
- Strong customer service skills; with the ability to seek out sufficient information so that responses are accurate and timely with appropriate follow up.
- Strong math skills sufficient to balance cash receipts, make calculations, and reconcile data in a timely manner.
- Word processing skills sufficient to create professional level business letters. Spreadsheet applications skills sufficient to track and monitor student accounts, student data, and create reports.
- Demonstrated understanding of accounts receivable, student data and financial aid.

Preferred Qualifications

- Prefer incumbent has experience with modules of the MnSCU ISRS System so s/he is able to review accounts, provide direction to other employees, and authorize refunds in addition to answering students' questions relating to the outstanding balance, financial aid awards, availability of checks, and charges for tuition, fees, housing and miscellaneous entries from various campus departments.
- The incumbent is capable of locating specific information on a particular student on a wide variety of screens and reports.
- Strong time management skills so that s/he is able to juggle the demands of multiple duties, resolving account questions, third party billings, and keeping current on requests from other departments and outside agencies that interact with the Business Office.
- Customer service focus as working with students is a fundamental tenant.
- Experience with Workday system

***To be eligible to express an interest bid, an employee must be in the same class/class option as this vacancy.**