ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Senior Assistant Director of Student Accounts

DEPARTMENT: Student Financial Services – Student Accounts, Rose Hill

RESPONSIBILITIES:
- Reports to the Director of Student Accounts/Bursar
- Support the daily management of various Student Accounts and Financial Services functions.
- Assists with all aspects of student accounting invoicing including but not limited to troubleshooting, updating various rate tables, preparation of hold, late fee, billing and monthly payment plans in accordance with the academic calendar.
- Calculates various University fees as they relate to student invoices.
- Audits student accounts for graduation, financial hold and release processing of registration, grades, transcript, and diploma.
- Answers correspondence regarding student issues from clientele.
- Provides outreach and counsels students/parents regarding various financing options.
- Monitors various components of accounting feed and financial aid disbursement processes and related reconciliations.
- Works closely with the Controller’s Office to facilitate reconciliation of TAP and other various accounts.
- Assists other departments with the posting of departmental charges.
- Performs other tasks and duties assigned by the Bursar, Associate Vice President or Vice President.

QUALIFICATIONS:
- Bachelor’s Degree required.
- Must be committed to quality customer service.
- Needs an advanced knowledge of billing, auditing, general accounting procedures, various software and databases including but not limited to Microsoft EXCEL, ACCESS, Banner, PowerFaids and WebFocus.

STARTING DATE: ASAP

FLSA CATEGORY: Exempt

SALARY: Commensurate with experience.

SEND LETTER & RESUME: Stefano A. Terzulli, terzulli@fordham.edu
Francoisline J. Freeman, ffreeman@fordham.edu

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds. Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories.