

Assistant Director of Student Accounts Salary up to \$48,500 Depending on Qualifications

The Assistant Director of Student Accounts reports to the Director of Financial Services and is responsible for all operational functions of the cashier's office and student accounts. This position is responsible for the following duties: supervising the student accounts officers and cashier, handling of student account complaints/issues, tracking student billing and past due balances, overseeing the collections and debt set-off processes, reconciliation of student accounts and communicating deadlines and important dates to the campuses. All responsibilities are to be performed in a timely and professional manner and shall be governed by state and federal laws and HSU policies.

Essential Duties and Responsibilities

1. Supervise staff responsible for the processing, billing, collecting, reconciling, and reporting of all student and third party accounts receivable.
2. Coordinate with other offices on campus for student charges and credits.
3. Coordinate large processes including but not limited to, collections and debt set-off processes.
4. Provide consistent, high quality customer service to students, families, faculty and staff.
5. Provide leadership, supervision, training and evaluation.
6. Evaluate process and suggest areas for continuous improvement.
7. Keep current on developments within the student accounts field.
8. Assist Cashiers as needed during peak times.
9. Perform any other related duties as required or assigned.

MINIMUM EDUCATION AND/OR EXPERIENCE: The formal education of a bachelor's degree in accounting or related field, plus two years of experience in accounting, student accounts or related field. Supervisory experience preferred.

University: Henderson State University is located in Arkadelphia, Arkansas, a charming, family centered community of 11,000 residents situated one hour south of Little Rock, Arkansas, on Interstate 30. Nestled in the foothills of the Ouachita Mountains, the community is home to two universities, a strong public school system, a thriving medical community, two recreational rivers, the iconic Lake DeGray, and is approximately 30 miles from historic Hot Springs National Park, one of the great American treasures.

Please visit www.hsu.edu, www.arkadelphiaalliance.com or www.arkadelphiaschools.org for more information about Henderson State University and our community.

Application:

Interested candidates should submit a cover letter, resume', unofficial transcript(s), and three (3) professional references.

Please email in PDF format to:
Bernadette Hinkle, Search Committee Chair
Interim Associate Vice Chancellor of Finance and Administration
hinkleb@hsu.edu

Review of applications will begin immediately and continue until the position is filled. The final applicant for this position will be required to submit to a background screening, including a criminal background check and financial records check pursuant to university policy. The applicant will also be required to provide official transcripts to Human Resources. Under the provisions of the Arkansas Freedom of Information Act, applications are subject to public inspection upon written request.

Henderson State University is an Equal Opportunity Employer/Affirmative Action Employer with a significant commitment to the achievement of excellence and diversity among its faculty, staff, and students.