



JOB DESCRIPTION

TITLE: Director of Student Accounts
DEPARTMENT: Business Office
REPORTS TO: Vice President for Finance
SUPERVISES: None
STATUS: Full-Time
CLASSIFICATION: Non-Exempt

MISSION STATEMENT: *“Villa Maria College, founded by the Felician Sisters, provides students a rigorous and enriching educational experience. Offering academic programs with a broad core curriculum, the College transforms and empowers students to realize their intellectual, creative, professional, and spiritual potential. Inspired by a welcoming Catholic tradition and a dynamic Franciscan spirit, Villa Maria College offers individual attention and fosters compassion, justice, peace, respect for human dignity and a commitment to service.”*

OUR CORE VALUES: *“Respect for Human Dignity, Compassion, Transformation, Solidarity with the Poor, and Justice & Peace.”*

POSITION SUMMARY:

The Director of Student Accounts oversees billing and collection activities related to student tuition and fees at Villa Maria College. Ensure adherence to laws, regulations, and institutional policies while implementing effective strategies for billing, collections, cash management, and reporting. Promoting fiscal responsibility is a key aspect of this role.

SUPERVISORY RESPONSIBILITIES:

- Manages and supervises daily operations of the Student Accounts office.
- Oversees timely and accurate billing in coordination with the Registrar and Financial Aid.
- Supervises posting of cash receipts, delivery of student refunds, and updates to the food service POS system Attend scheduled program meetings and maintain regular office hours.

DUTIES and RESPONSIBILITIES:

- Manages CAMS student billing sub-system and communicates with module owners.
- Posts student payments, assists in bank deposits, and processes returned checks.
- Updates student billing during the semester and prepares monthly bills.

- Completes promissory notes for tuition payment plans and counsels students on payment options.
- Calculates charges for status changes and withdrawals.
- Ensures reconciliation of aged student accounts receivable and resolves discrepancies.
- Identifies accounts in collection status and places "holds" on student files.
- Provides support for audits, financial statements, and internal audit requirements.
- Prepares year-end reports and handles annual 1098-T reporting to the IRS.
- Participates in student events including orientations and Commencement.
- Performs other duties as assigned.

REQUIRED SKILLS and ABILITIES:

- Customer service experience in an office environment.
- Familiarity with federal financial aid programs and university environments preferred.
- Strong commitment to student-centered customer service.
- Excellent communication skills with diverse populations.
- Proficiency in using student information systems and preparing financial reports.
- Detail-oriented with the ability to multitask and meet deadlines.
- Ability to maintain confidentiality and strong interpersonal skills.
- Familiarity with accounts receivable or CAMS system preferred.
- Valid driver's license required.

EDUCATION and EXPERIENCE:

- Bachelor's degree in a business-related field.
- One to two years of customer service, student accounts, accounts payable, accounting, or financial aid experience.
- Preferably experience in a college or university setting in student accounts, financial aid, or related areas.

WORK ENVIRONMENT:

General work environment requires employees to consistently use manual dexterity in reaching, writing, navigating around the office/workspace/classroom. This position requires fully functional vision and auditory abilities. This position may include hours standing and walking, including up and down stairs, moving items of up to 25-pounds. Occasional evening and weekend hours may be needed to perform work associated with this position. If the position requires use of vehicle for College purposes, a valid New York State driver's license check may be required for occasional off- campus assistance and support.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Villa Maria College management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

Villa Maria College is an equal opportunity employer and does not discriminate on the basis of age, race, religion, creed, color, sex, sexual orientation or preference, national or ethnic origin, marital status, physical or mental disability, or any other protected classifications in admissions, employment, or any other aspect regarding the conduct of College programs and activities. Should you require an accommodation, according to the guidelines of the ADA, please seek the counsel of the Director of Human Resources for assistance.

Salary Range - \$47,000-51,000