



NOTICE OF VACANCY

Student Accounts Coordinator

Reports To: Assistant to the Vice President of Business Services

Description of Position: At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Student Accounts Coordinator will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students, and community partners who support the institution's mission.

The Student Accounts Coordinator is responsible for ensuring accurate and timely posting of all student account related accounting transactions and maintaining financial accounts for all students enrolled at MDCC. This position involves a tremendous amount of customer service handling, student account issues, and questions. This position will have times where it will be necessary to come in early and stay late.

Duties and Responsibilities

Essential job functions include but are not limited to the following:

- Collect washer/dryer monies as needed;
- Coordinate issuance of Title IV and all other refunds with Assistant to the Vice President of Business Services and Financial Aid Director;
- Create fee sheets and a timeline of important events for each semester;
- Ensure the Business Services webpage is accurate and up to date concerning student account information;
- Ensure the final year-end student account printout is available and accurate for June 30th annually;
- File accounting documents (i.e., general ledger adjustments, receipts, etc.);
- Maintain Bookstore student charge accounts;
- Maintain contact with students regarding current, past-due, and problem accounts;
- Maintain student account information and apply/remove charges and payments as necessary to ensure accounts are easy for students to understand;
- Modify and print requested reports using Argos;
- Prepare & submit to Information Technology the student account write-offs;
- Prepare information on return checks and process return check letters;
- Prepare student account aging report;

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Steven J. Jones, Vice President of Administrative Services, Tanner Hall, Suite 202, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; EEOC@msdelta.edu.

Duties and Responsibilities (cont.)

- Prepare, verify, and control the entering/posting of journal entries and adjustments to all funds related to student accounts and reconcile those funds with the general ledger;
- Process 1098's annually;
- Process student account holds as needed;
- Process student bankruptcy reports and account updates;
- Process student tax setoff files, entry/posting of fees/payments, etc. related to setoff;
- Receipt monies from all sources related to student accounts and assist with the daily cash counts;
- Serve as the Business Services point of contact for matters related to registration of students (including but not limited to: collection of payments and invoicing students and agencies for amounts due);
- Service customers at the counter and on the phone.
- Take messages as needed;
- Update Catalog charge and refund information and Adjunct Faculty Handbook information annually;
- Update Orientation letter annually;
- Utilize Excel to prepare detailed spreadsheets;
- Verify accuracy of GHEC and Greenwood Bookstore daily sales, prepare deposits, and prepare/enter general ledger journal entry; and
- Perform any other duty as directed by the Vice-President of Business Services or the Assistant to the Vice President of Business Services.

Mandatory Requirements

- Applicant must hold a minimum of a Bachelor's degree in Accounting or Business and two years of work experience in an office environment.
- Applicant should be familiar with data entry using Oracle/Banner, have a working knowledge of Excel, Microsoft Word, and a 10-key calculator.
- Applicant must have the ability to work and communicate effectively with the students, staff, faculty, administration, the public, and diverse groups.
- Applicant must also be able to work under stressful situations while multitasking and maintaining a positive attitude.

Preferred Qualifications (but not required)

- Preference will be given to applicants with governmental accounting experience.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Steven J. Jones, Vice President of Administrative Services, Tanner Hall, Suite 202, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; EEOC@msdelta.edu.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT

This is a full-time, 12-month, exempt, Non-Teaching Professional (NP) position.

SALARY

The salary will commensurate with education and experience.

APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application (**online only**)
2. **Official** College Transcript(s)
3. Current Resume
4. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts may be sent directly from the university/college electronically to humanresources@msdelta.edu or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

DEADLINE

External/Internal – Until Filled

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Steven J. Jones, Vice President of Administrative Services, Tanner Hall, Suite 202, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; EEOC@msdelta.edu.