Position Announcement

Position: Student Account Coordinator
Department: Cashier’s Office
Reports to: Bursar

Job Summary: The Student Account Coordinator position manages the traditional student accounts. This position also handles student account refund checks and returned checks, operates a cash drawer, and performs various other duties. This is a part time 12-month position.

Essential Duties and Responsibilities:
- Work with all traditional accounts – assisting with setting up payment plans, monitoring charges and payments (students and 3rd parties), refunds, and current account collections.
- Main point of contact for the Payment Plan with our outside vendor for the traditional students – includes set-up, calculations, and late fee billing.
- Monitor accounts – private lessons, general fees, interest, audits, drop/adds, etc.
- Prepare daily, monthly, and semester reports (and as needed.)
- Participate with other offices coordinating mailings to prospective students and current traditional students.
- Maintain the room deposit file.
- Maintain exemption (tuition remission and tuition special) files for traditional students.
- Preparation work for Registrations, Priority Registrations, and SOAR for all terms.
- Perform cashier duties – posting payments, cashing checks, giving out reimbursement and refund checks as well as helping students with account questions.

Knowledge, Skills, and Abilities Required:
- Ability to work well with students and parents
- Strong math skills and a general understanding of accounting
- Strong communication and organizational skills
- Ability to handle multiple tasks and be flexible
- General computer knowledge. Word, Access, and Excel helpful
- Commitment to keeping information confidential
- Commitment to maintaining confidential information in a professional manner

Education and/or Experience:
- Accounts Receivable and/or cashier experience is helpful
- College Degree Preferred

To Apply: Send cover letter, resume and a list of three professional references to:
MidAmerica Nazarene University, Attn: Nancy Merimee, Director of HR
2030 E. College Way, Olathe, KS 66062
Email: hr@mnu.edu Phone: 913-971-3427

MidAmerica Nazarene University policy prohibits discrimination on the basis of race, gender, age, color, creed, national or ethnic origin, marital status, or disability in the recruitment and admission of students and in the operation of all university programs, activities, and services. Any concerns regarding discrimination on the basis of gender or disability should be addressed to the Associate Academic Vice President, university coordinator of Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments of 1972, in the Academic Offices in Lunn Hall, (913) 971-3573.

MidAmerica Nazarene University is interested in reviewing applications from qualified members of traditionally underrepresented groups in America, including women and racial and ethnic minorities.