



Student Accounts Coordinator

The University of Arkansas - East Arkansas Community College is currently accepting applications for the position of Student Accounts Coordinator. This position will primarily point of contact in the Student Welcome Center for the Business Office in all aspects of student accounts. Responsibilities include, but are not limited to, receiving and receipting of payments from various sources, assisting with the processing and distribution of financial aid, reconciling daily intake of payments, monitoring and analyzing student accounts, compiling student account data for billing, and limited financial counseling.

Job Duties

Position duties include but are not limited to:

- Receives, reviews and audits accounts receivable to ensure accurate billing, timely payment and collection of student accounts, if necessary.
- Performs data entry of student payments, including daily cash reconciliation and reporting to ensure efficient and accurate handling of student funds.
- Communicates with councilors and students to provide information regarding the status of student accounts.
- Assist students with payment issues and direct them to available financial resources.
- Review and distribute financial aid to eligible students.
- Review and bill appropriate entities for the reimbursement of concurrent and secondary students.
- Analyze and review 1098-T forms for distribution.
- Maintains manual and computerized files.
- Prepares forms, correspondence, reports and other documents.
- May assist with all functions within the Business Office when needed.
- Performing other duties as assigned

Minimum Education and/or Experience

The formal education equivalent of an Associate's degree; plus two years of related experience and one year of bookkeeping or basic accounting. Bachelor's Degree is preferred. Years of experience may be considered in lieu of education. Must be proficient in Excel and possess excellent customer service skills.

Salary: \$35,360.00

Please submit an UA-EACC application, cover letter, resume', and transcript(s) to UA-EACC Office of Human Resources, 1700 Newcastle Road, Forrest City, AR 72335 or via email to humanresources@uaeacc.edu. You may access the online application at www.eacc.edu/employment. Review of applications will begin immediately and continue until the position is filled. A background check will be conducted before hiring.