ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE: Assistant Director of Student Accounts

DEPARTMENT: Student Financial Services – Student Accounts, Rose Hill

RESPONSIBILITIES:
- Reports to the Senior Assistant Director of Student Accounts.
- Provides daily management of various Student Accounts and Financial Services functions.
- Provides supervision, training, and support for Student Accounts clerical staff.
- Handles phone and in-person traffic as required.
- Provides outreach and counsels students/parents regarding various financing options.
- Ensures student Perkins loan records are accurate by reconciling accounting entries, according to billing service records, collection agencies, and student accounts.
- Maintains documentation as proof of due diligence, including valid promissory notes, exit interview information, and billing records.
- Reviews various loan accounts and prepares billing statements on a monthly and quarterly basis.
- Processes Perkins loans in default, assigns delinquent accounts to a collection agency, and determine if accounts in default are given special consideration.
- Prepares the Perkins portion of the FISAP report.
- Prepare projection of Federal share of Perkins Loan Assets to return to the Department of Education.
- Responsible for reconciliation of US Steel, and Pfizer Loan programs to the General ledger on a monthly basis.
- Liaison for Chase Smart Scholars and Tuition Stabilization Plan programs.
- Work occasionally at Fordham University’s Lincoln Center and Westchester campuses; some evening and weekend hours may be required.
- Performs other tasks and duties assigned.

QUALIFICATIONS:
- A Bachelor’s degree plus three years diverse experience required.
- Must be committed to quality customer service.
- Needs an advanced knowledge of Microsoft EXCEL, billing, auditing, and general accounting procedures.
- Knowledge of various software and databases including but not limited to, ACCESS, Banner, PowerFaids and WebFocus preferred.

SALARY: Commensurate with experience

STARTING DATE: ASAP

SEND LETTER & RESUME: Stefano A. Terzulli, terzulli@fordham.edu
or
Francoisline J. Freeman, ffreeman@fordham.edu

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