



ANDERSON UNIVERSITY

Office of Work Life Engagement

POSITION ANNOUNCEMENT

Position: Student Accounts Representative II

Department: Business Office

Reports to: Senior Accountant II

Responsibilities:

This position is responsible for monitoring student receivable accounts, both current and non-current, to ensure timely collection of outstanding balances by working directly with students, parents, customers and internal offices and other constituents.

Qualifications:

An associates, bachelor's degree in accounting or business related field desired. Relevant experience in lieu of a degree will be considered. Bilingual abilities a plus. Prior experience in collections, accounts receivable and customer service. Demonstrate analytical and qualitative abilities, attention to detail, self-management, problem solving, and communication with a diverse population. Proficient in the use of Excel, Word, other Microsoft Office solutions and other office technology. Prior experience with Oracle/PeopleSoft Campus Solutions is a plus. Must meeting University lifestyle expectations.

Benefits: This is a full-time position. Eligibility for university benefits.

Position Available: Immediately.

Qualified and interested candidates should submit a letter of interest, resume and [employment application](#) to staffjobs@anderson.edu. Final candidates are expected to provide an official transcript. Persons with an application on file or qualified university employees may submit a letter of interest to staffjobs@anderson.edu. Current employees are also expected to notify their supervisor of interest in this position. Background check is required.

[Anderson University](#) is on a [mission](#) to educate students for lives of faith and service, offering more than [60 undergraduate majors](#), [30 three-year degrees](#), [20 NCAA Division III intercollegiate sports](#), alongside [adult](#) and [graduate](#) programs. The private, liberal arts institution is fully [accredited](#) and recognized among top colleges for its [business](#), [computer science](#), [cybersecurity](#), [dance](#), [engineering](#), [nursing](#), and [teacher education](#) programs. Anderson University was established in 1917 in Anderson, Indiana, by the [Church of God](#).

AU is an equal opportunity employer. Persons who bring diversity are encouraged to apply. Anderson University complies with federal and state requirements for non-discrimination in employment with regard to sex, age, race, color, disability, and national and ethnic origin.