



Nueta Hidatsa Sahnish College

Position Description

POSITION: Student Accounts

DEPARTMENT: Business Office

ACCOUNTABLE To: Comptroller

LOCATION: New Town, ND Campus

CLASSIFICATION: Full-Time

FLSA STATUS: Non-Exempt

PAY RANGE: Open

Nueta Hidatsa Sahnish College (“NHSC”) is committed to a unique educational community founded in culture and spirituality that nurtures holistic student success.

POSITION SUMMARY

Oversees and maintains Student Accounts, keeps accurate financial records of transactions and financial aid for students.

ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES:

- Does monthly billings; mails to individual programs covering students; receives and records payments for students.
- Deposits all payments and credits to student account.
- Prepares monthly plus yearly student accounts receivable list and a yearly student list of who is served for audit.
- Keeps track of which students still owe and seeks payment for these students.
- Sends out collection notices and A/R’s recommends allowances for uncollectable accounts to Business Manager.
- Assists with bi-weekly employee cafeteria billing for payroll deductions.
- Assists with monthly billing of student dorm rentals.
- Performs other related duties as required.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

Knowledge: This position requires knowledge of finance software, experience with Jenzabar software, bookkeeping, accounting, and financial aid. Knowledge of computers and Microsoft programs.

Skills: Position requires the applicant to possess competent skills in bookkeeping. Proficient interpersonal communication skills.

Abilities: Very efficient concerning financial transactions; reliable and complete tasks in a timely manner; assist students on a as need basis; communicate effectively; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and public.

REQUIRED EDUCATION & EXPERIENCE:

Minimum Qualification: A Bachelor's Degree in Business or a related field with two years of experience.

Preferred Qualifications: Master's Degree in finance with three to five years' work experience. Experience working with various financial accounts.

Applications are available on-line at www.nhsc.edu

Please forward completed NHSC application, curriculum vitae, and three (3) references to:

Sidney Prospere
Human Resources Director
Nueta Hidatsa Sahnish College
301 College Dr.
New Town, ND 58763
humanresources@nhsc.edu

Nueta Hidatsa Sahnish College is a member of the AIHEC, and an Equal Opportunity Employer