



POSITION ANNOUNCEMENT

Student Accounts Officer

(Non-Classified /Full-Time Position, Business Office on De Queen Campus)

RESPONSIBILITIES INCLUDE:

Receive and maintain records of all incoming payments; prepare student account statements; assist students with payment plans; collect past due accounts; work closely with Financial Aid to assist with Title IV grants and scholarships; issue student refunds; invoice third party billing for student accounts and ancillary programs; research and prepare reports and develop, revise, and recommend policies and procedures pertaining to student accounts receivables and billing; maintain and update Student Billing Software System for coding, etc.

REQUIREMENTS:

- Associate degree required; business related field preferred
- Two years of experience in customer service or clerical work
- Excellent technical/computer skills
- Excellent written and oral communication skills
- Must be a self-starter and take initiative to complete tasks
- Must be friendly, outgoing, and ability to maintain good working relationships with students and faculty and staff
- Experience with computerized billing and receiving is preferred

SALARY RANGE:

\$29,836 to \$32,000, dependent upon experience. Annual compensation package includes an excellent benefits package with group health, dental, and life insurances, short- and long-term disability insurances, retirement plan with employer matching, paid annual and sick leave, and educational assistance for employees and their dependents.

All applications must include a cover letter, an updated resume, and copy of unofficial transcripts. Applications received without the required documents will be incomplete and will not be considered for the position.

DEADLINE FOR APPLICATIONS

Friday, January 10, 2025

FOR OUTSIDE APPLICANTS TO APPLY:

Go to www.cccua.edu, select the “About” link, select “Employment Opportunities”, then select “View Available Jobs – External Applicants” link to see all current position postings. Find Job Requisition **R0066009**, then click the blue “Apply” link at the top of position posting and follow the process.

FOR INTERNAL APPLICANTS TO APPLY FOLLOW THESE STEPS:

1. Log in to Workday
2. Search “Find Jobs Internal” in the search box to view all open positions
3. Once you have submitted an application, click “My Applications” to view the status

Call (870) 584-1104 or 870-584-1164 if you have questions, or email hr@cccua.edu.

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