

Student Billing

Student Billing – Third Party and Past Due Billing Clerk

Level G-03

Salary Range: \$9.00-\$14.00 Hourly

Institutional Mission:

Southwestern Assemblies of God University exists to equip students spiritually, academically, professionally, and cross-culturally for their God-given careers and callings.

Overview:

The Third Party and Past Due Billing Clerk position reports directly to the Director of Student Billing. Upon request, the Third Party and Past Due Billing Clerk position may be asked to provide financial information regarding receivables to the Director Student Billing, the Vice President of Business and Finance or the President. The Third Party and Past Due Billing Clerk position will primarily communicate with past due students, process all VA benefits for the institution, and issue invoices and information to third parties for student bill payment. This position will also help maintain an acceptable collection rate on current student accounts, and will support the Christian culture of SAGU through counseling and assisting students and parents concerning payment of school bills.

Major Responsibilities:

- Represent the Christian culture of the University to students, employees and guests.
- Communicate with and collect payments from past due students
- Process all VA benefits
- Provide invoices and information to third parties for the purpose student bill payment
- Assist activities of the Student Billing Office
- Prepare estimates for prospective students and their parents
- Communicate with students and parents concerning accounting procedures and payment options
- Assist in student registration
- Work with Financial Aid concerning all aid that is posted to student accounts
- Post fees, scholarships, loans, grants etc. to student accounts
- Help maintain accurate record of all transactions
- Help maintain a 98% Accounts Receivable collection rate
- Any other duty the Director or Assistant Director of Student Billing may assign

Qualifications:

- Faith, service and lifestyle that meets University expectations (See IPM sections: “Statement of Core Values,” “Doctrinal Statement,” “Christian Standards,” “Lifestyle Standard.”)
- Basic understanding of collections procedures
- Basic understanding of financial calculation and ledgers
- Excellent written and verbal communication skills
- Ability to input data effectively
- Computer knowledge – primarily Microsoft Excel, Word, and Outlook
- Bachelor’s degree preferred

Contact: Human Resources at humanresources@sagu.edu

Application Process: Applications can be completed at www.sagu.edu/employment. Incomplete forms will not be accepted. Your resume may be included when submitting the application to the Human Resources Office.

Fair Labor Standards Act

This position is not exempt from overtime.