Student Accounts Administrator  
National Business Office  
Hebrew Union College - Jewish Institute of Religion  
Cincinnati Campus

Hebrew Union College - Jewish Institute of Religion (HUC-JIR) is the intellectual, academic, spiritual and professional leadership development center of Reform Judaism. Since its founding in 1875, and now on four campuses – Cincinnati, Jerusalem, Los Angeles and New York – HUC-JIR educates men and women to serve the Reform movement and the broader Jewish community in North America, Israel and around the world as rabbis, cantors, educators, Jewish nonprofit managers, and scholars.

**JOB SUMMARY**

The National Business Office (NBO) of the Hebrew Union College-Jewish Institute of Religion seeks a highly motivated, detail and customer service oriented individual who enjoys working with people to administer and coordinate student accounts for the institution’s fourteen graduate level programs. The position is based in the NBO, located on HUC-JIR’s Cincinnati campus, and reports to the Executive Assistant to the Chief Financial Officer.

The Student Accounts Administrator will work in a highly collaborative environment and will engage with colleagues across campuses, including HUC-JIR’s Director of Financial Aid, Registrar and Chief Technology Officer. The Student Accounts Administrator will be part of an internal cross functional team that includes the Vice President of Finance / Administration, the Director of Budget and Financial Reporting, the Controller and other stakeholders.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The individual in this position will ensure that students are billed and that scholarships & loans are applied to student accounts on a timely basis and consistent with Federal Guidelines for the disbursement of Title IV funds. This will include the following:

- Receive cash and other financial payments (e.g., loans and scholarships) and apply to student accounts;
- Administer the billing module of HUC-JIR’s Student Information System (SIS) to ensure that students are billed for tuition, fees and insurance accurately and timely. This position is also responsible for quarterly reconciliations of the SIS subsidiary ledger;
- Bill outside organizations for ancillary support and services performed by HUC-JIR;
- Process credit card payments associated with student account activity;
- Draw down Department of Education Direct Loan monies and post to student accounts in accordance with Federal rules and regulations;
- Prepare monthly Direct Loan Reconciliation;
- Collect past due accounts (in conjunction with a third-party collection agency);
- Provide consistently excellent customer service via phone and email;
• Document Management: data entry, scanning, filing and tracking receipt of student account related materials;

• Serve as the NBO liaison with the Student Information System team;

REQUIRED SKILLS

• General knowledge of and facility with the finances of Higher Education, particularly in the area of student accounts;

• Ability to engage with individuals – both students and colleagues – of different backgrounds and experience;

• Data Management / Entry: Facility with Empower/SIS or other Enterprise-Level Software;

• Microsoft Office, including MS Excel (experience with pivot tables), MS Word, and MS Outlook;

• Able to learn new software quickly and with deep comprehension;

• Professional communication (oral and written), the ability to meet deadlines and an appreciation for the dynamics of working in a multi-campus environment.

PREFERRED KNOWLEDGE & EXPERIENCE

• Bachelor’s Degree with three (3) years of work experience, preferably in the higher education environment;

• General knowledge of and facility with relational database principles and system/software integration;

• Commitment to absolute confidentiality regarding all student information/data, as well as that of HUC-JIR staff; and to upholding institutional policy/procedure, federal and state education laws/regulations, etc.

PERSONAL TRAITS

• Positive Attitude;

• High Energy;

• Ability to be supervised, but also able to work independently and to teach/guide others;

• Maintain poise under pressure.

APPLICATION INSTRUCTIONS

INTERESTED CANDIDATES SHOULD SUBMIT A COVER LETTER AND RESUME, INCLUDING SALARY REQUIREMENTS, TO:

Joni Askin
National Office of Human Resources
Hebrew Union College - Jewish Institute of Religion
National Office of Human Resources
3101 Clifton Avenue
Cincinnati, OH 45220

E-Mail: jaskin@huc.edu

NO PHONE INQUIRIES
<table>
<thead>
<tr>
<th>Position Title</th>
<th>Student Accounts Administrator</th>
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<tbody>
<tr>
<td>Department</td>
<td>National Business Office</td>
</tr>
<tr>
<td>Location</td>
<td>Cincinnati, Ohio</td>
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<tr>
<td>Status</td>
<td>Full-Time, Benefit Eligible</td>
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<tr>
<td>Supervisor</td>
<td>Executive Assistant to the Chief Financial Officer</td>
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<tr>
<td>Salary</td>
<td>Commensurate with Experience</td>
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</tbody>
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Consistent with the provisions of applicable state and federal laws, it is the policy of the College-Institute not to discriminate against or harass any person employed by or seeking employment with the College-Institute because of race, color, national origin, religion, sex, physical or mental disability, medical condition, ancestry marital status, or age. The College-Institute also prohibits unlawful discrimination on the basis of sexual orientation, status as a Vietnam-era veteran, or on the basis of citizenship.

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