

Assistant Director, Student Accounting - Collections &  
University ID Cards  
University of North Texas

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Posted Jul. 26, 2022, set to expire Dec. 8, 2022

<b>Job Title</b>	Assistant Director, Student Accounting - Collections & University ID Cards
<b>Department</b>	UNT-Student Accounting-150300
<b>Institution</b>	University of North Texas Denton, Texas
<b>Date Posted</b>	Jul. 26, 2022
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Student Affairs
<b>Job Website</b>	<a href="https://jobs.untsystem.edu/postings/61952">https://jobs.untsystem.edu/postings/61952</a>

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**Job Description**

**Department Summary**

Student Accounting is responsible for the assessment/billing and collection of all tuition and fees, as well as processing waiver, exemptions, third-party sponsorships, refunds, and student tax reporting. Our team is responsible for student accounts, refunds, payment processing, tuition waivers/exemptions, sponsored student billing, and university ID cards.

**Position Overview**

The Assistant Director – Student Accounts Receivable, Collections, and ID Cards serves as the strategic area leader of the daily operations of the student A/R and collections processes within UNT Student Accounting. This position will have responsibility for implementing a collections strategy that is effective and compliant for a student A/R totaling over \$500M annually. In order to effectively lead a collections strategy for all student receivables, this position will integrate with other functions within Student Accounting, Financial Aid, Controller, Treasury, and University Budget to ensure that all



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financial controls related to student/organization collections are managed in an efficient and compliant manner. This position also oversees the University ID Card function for all UNT campuses (Denton & Frisco), leading the distribution of over 20,000 ID cards annually for students, faculty, and staff.

### Additional Posting Details

#### Minimum Qualifications

Bachelor's Degree plus 6 years of progressively responsible experience in a student accounting, billing/receivables, reporting, or related business field.

#### Knowledge, Skills and Abilities

The individual in this position must maintain a subject-matter expert level of knowledge on institutional tuition and fee rates, rules, and multi-million dollar revenue streams. A successful individual in this position will be deeply familiar with enrollment data/trends and will be able to translate tuition and fee requests into efficient tuition and fee assessment methodologies which support university operations and student success.

The individual in this position must have strong financial, analytical, and process analysis skills. In addition, the individual must be proficient with complex reporting methodologies (including Excel, SQL, etc.) and maintain functional expertise of ERP functionalities which serve at the core of SFS critical billing operations business functions. A successful individual in this role will possess strong project and team management skills.

The optimal candidate in this position will possess a high degree of accountability and a drive to ensure student success. The individual will be detail oriented and function well as a working manager. They will be able to maintain a complex workload with competing deadlines, lead a diverse team through large-scale projects, and will be able to communicate effectively to students, campus partners, and team members. The individual will be able to develop effective working relationships across team, department, and division boundaries to ensure that projects and initiatives are successful.

#### Preferred Qualifications

Previous experience in a student accounts/bursar's office or experience working with financial transactions in the higher education industry. A successful individual in this role will possess strong process improvement skills. The optimal candidate in this position will possess a high degree of accountability and a drive to ensure student success. The individual will be detail oriented and function well as a working manager. They will be able to maintain a complex workload with competing deadlines and will be able to communicate effectively to students, campus partners, and team members. The individual will be able to develop effective working relationships across team, department, and division boundaries to ensure that projects and initiatives are successful.



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**Contact Information**

Please reference Academickeys in your cover letter when  
applying for or inquiring about this job announcement.

**Contact**

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