



Position Title: Assistant Director, Student Accounts and Administration
Department: Finance and Administration
Reports to: Associate Dean, Finance and Administration
Exemption: Exempt, Year-round salaried role
Location: North Naples, FL

Overview:

Ave Maria School of Law is far more than just a place to work. Rather, we are an institution dedicated to training the next generation of lawyers in the Catholic intellectual tradition. It is a place where you will feel good about devoting your time and talents.

The Assistant Director of Student Accounts and Administration is responsible for student account billing and payment processes, accounts payable processing, and administration support activities to include emergency readiness and response and tracking and maintenance of safety equipment.

Essential Duties and Responsibilities:

Student Accounts:

- Apply charges to student accounts for tuition, fees, housing, fines, and other charges.
- Receive payments and process, to include payments made on-line, by cash, check, or money order. Prepare deposit batches for accounting.
- Run monthly summary reports for Finance.
- Process electronic transfers of incoming loan funds, applying to student accounts.
- Process direct deposit of excess loan funds for E-Refund participants and order and distribute paper checks for remaining refunds.
- Import anticipated aid files for student statements.
- Publish electronic copies of student statements.
- Respond to inquiries regarding student accounts.
- Coordinate with collection agency and respond to requests for verification of charges.
- Work with third party payers such as the Veterans Administration, rehabilitation agencies, outside scholarship programs, and others to facilitate receipt of payments.
- Apply holds to past due student accounts.
- Monitor student account balances and contact students with past due balances.
- Correspond with former students with past due accounts.

- Prepare documentation to be sent to collection agency as needed.
- Update Student Information System (SIS) as needed to configure for changes to coding.
- Run annual 1098-T tax forms, mail, and respond to inquiries.
- Generate fiscal year end reports and rollover the SIS to the new fiscal year.
- Prepare reports for annual finance audit.
- Publish Tuition and Fee Schedule and refund schedule.
- Maintain Student Accounts Website on the Portal.
- Receive Housing Application Fees and Deposits and confirm receipt to Housing.
- Process housing deposit returns upon resident departure based on condition assessment by Facilities Director.
- Bill housing residents monthly for excess electrical usage.
- Prepare fiscal year-end report documenting all security deposit activity.

Administration:

- Review invoices for accuracy, using packing slips or securing department head approvals as appropriate. Ensure no duplication of payments.
- Process expense reimbursements, ensuring consistency with reimbursement policies.
- Produce accounts payable and student refund checks. Maintain security of check stock.
- Record and track faculty account expenses, maintaining a spreadsheet that is accessible by faculty assistants to monitor account balances.
- Backup to enter journal entries and ACH transactions in accounting system.
- Produce monthly reports for department review.
- Prepare and circulate monthly credit card transactions to all card holders; collect receipts and account codes and enter transactions into accounting system.
- Periodically deposit cash at bank.
- Maintain parking pass database; issue parking permits and temporary passes.
- Order name plates and name tags for new employees.
- Periodically update and distribute staff telephone directory.
- Restock first aid kits and monitor AED machines, ensuring that batteries and electrodes are not expired.
- Track license renewals, including business license and café license.
- Manage elevator license renewals, including arranging for required annual inspections.
- Organize and document periodic fire drills in each campus building.
- Maintain inventory of housing appliances, water heaters, and air conditioning units.
- Arrange for annual training opportunities for faculty and staff in CPR/AED and First Aid.
- Monitor signups for E2Campus Emergency Communication System, send reminders as needed, and delete accounts for students and staff no longer with the institution.
- Coordinate lunch time reception desk phone coverage schedule and assist as needed.
- Coordinate on-site shredding services arranging for special pickups as needed.
- Assist Associate Dean with gathering market data to contribute to discussions about tuition and housing rates.
- Provide backup support to Bookstore as needed.
- Proctor midterms and final exams.

- Other duties as assigned to meet organization needs.

Job Qualifications:

Required:

- Experience in accounting.
- Excellent organizational skills and ability to meet deadlines.
- Accuracy and attention to detail.
- Proficiency in MS Office including Word, Excel, and Outlook.
- Understanding and experience with relational databases.
- Understanding of technology use in delivering student services.
- Excellent written and oral communication skills.
- Ability to work in an environment with interruptions.
- Ability to work independently with little supervision and as part of a team.
- Ability to manage multiple projects.
- Ability to maintain confidential information.
- Ability to foster and support effective relations with all constituents.

Desired:

- Bachelor's degree.
- Previous experience with student accounts in an educational institution.
- Familiarity with budgeting, accounting, and research techniques.
- Experience with PowerCampus and Sage software.

Ave Maria School of Law recognizes the inherent value and dignity of all members of the human family. It values equal opportunity and seeks racial, cultural, and ethnic diversity. The Law School does not preclude admission or retention of students or employees on the basis of race, color, religion, national origin, gender or gender identity, sexual orientation, age, disability, or status as a veteran or disabled veteran. The Law School maintains its Catholic character but is open to persons of all religious faiths who respect the goals of Ave Maria School of Law and whose conduct does not undermine the Law School's religious goals or compromise its Catholic identity.

Job Type:	Full-time Salary position
Salary:	\$40,000-\$55,000 (based on experience, education, and skill set)
Qualifications:	Prefer Undergraduate degree
Benefits:	All Ave Maria School of Law Benefits eligible immediately