Des Moines University is a special place! In existence for over 100 years, Des Moines University offers a collaborative educational environment where today’s post-graduate student becomes tomorrow’s compassionate health care professional. And as part of Des Moines University’s commitment toward today’s post-graduate students, our Accounting Department is seeking an energetic Student Accounts Administrator, whose focus will be on the administration of student accounts and maintenance of the systems for all student account activities. So, if you possess a Bachelor’s in Accounting or Finance and at least one year of finance/accounting experience please read on.

Duties for this fast paced and detailed position will include, but are not limited to, administration of student accounts with responsibility for billing and collecting tuition and fees; maintaining and developing business and systems processes to perform efficient and effective workflow of student account activities; responsibility for the Colleague Student Accounts Receivable module including maintenance, patches, and upgrades; control the University’s student tuition and fee schedule and associated policies; analyze actual tuition revenue compared to budget; coordinate IRS 1098-T processing and more.

Qualifications include a Bachelor’s in Accounting or Finance and minimum 1 year financial/accounting experience in a business office (preference for Academic experience); strong problem resolution, organizational, interpersonal, communications and project management skills; able to process high-volume of work during peak periods; maintain discretion and confidentially in all aspects of daily duties; proficient in Microsoft Office applications and working knowledge of Colleague student/financial modules or able to learn same.

Interested and qualified candidates are invited to submit a resume plus contact information for three professional references and cover letter (please address to “Controller”) using the online system located at www.dmu.edu/employment. Preference is for PDF files/attachments.

For full job description, fulltime salaried benefit summary or other Des Moines University information, please visit www.dmu.edu/employment.

Salary commensurate w/ experience
Application Deadline: 6/14/13 8AM
Work Schedule: M-F 8-4:30
Benefits: Fulltime Salaried

“Des Moines University is an equal opportunity/affirmative action employer. The University seeks excellence through diversity among its administrators, faculty, employees and students. The University prohibits discrimination on the basis of race, color, national origin, creed, religion, age, disability, sex, gender identity, sexual orientation, veteran status, genetic information or any other legally protected status. Applications by members of all underrepresented groups are encouraged.”