

STERLING COLLEGE

Job Description Student Accounts Coordinator 2025

Reports to: CFO, Chief Financial Officer

Classification: Full-time, non-exempt

Description:

Responsible for maintaining all student accounts, accounting systems and computer records. Insures that accurate and timely information regarding student accounts be developed and communicated to the student, parent, etc. in a manner consistent with the mission of the College.

Qualifications:

A qualified candidate must have a personal commitment to Jesus Christ and support the Christian character and mission of Sterling College. The candidate must also possess a clear understanding of and ability to articulate the essentials of a Christian liberal arts college.

- Excellent people and communications abilities
- Proven leadership skills
- Strong organizational, management, and supervisory skills
- Demonstrated ability to make effective oral and written presentations
- High degree of competency in data management
- Basic knowledge of general accounting functions and activities
- Ability to build teams and provide leadership
- Capacity to grasp and communicate vision to a broad spectrum of constituencies

Responsibilities:

- Student Accounts which includes payment plans
- Student Registration
- Internal Student Account audits
- Fee assessment
- Student Payroll which includes training the supervisors and E-verify
- Cashiering
- Cash journaling
- Collections

Essential Job Functions:

- Must be able to push, pull, and lift a minimum of 25 pounds.
- Must be able walk up and down stairs.
- Be able to coordinate movement of the fingers and hands as well as have the adequate dexterity and strength to complete tasks.
- Be able to use upper extremities to frequently press against something with steady force in order to thrust forward, downward or upward.
- Frequently bend body downward and forward by bending spine at the waist.
- Be able to stand and move about regularly.
- Be able to sit for long periods of time.

Education/Experience:

- Bachelor's degree required or Equivalent Experience

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at anytime with or without notice.