

Job Posting

Job Title Accounting Officer Inter

Job ID 16129

Location St. Paul

Full/Part Time Full-Time

Regular/Temporary Unlimited

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Job Details

Job Class: Accounting Officer Intermediate

Working Title: Lead Loans Representative

Who May Apply: Open to all qualified job seekers

Date Posted: 09/01/2017

Closing Date: **09/15/2017**

Hiring Agency/Seniority Unit: MN St Colleges & Universities / System Office

Division/Unit: Finance/Student Loans

Appointment Type: Unlimited, Full-time

Work Shift/Work Hours: Days

Days of Work: M-F

Travel Required: Yes, rarely

Salary Range: \$19.97 - \$29.00/hourly; \$41,697 - \$60,552/annually

Classified Status: Classified

Bargaining Unit/Union: 214 - MN Assoc of Professional Empl/MAPE

FLSA Status: Nonexempt

[Connect 700 Program Eligible:](#) Yes

Job Summary

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This position will act as Lead and be primarily responsible for Loan Collection activities which involve contacting borrowers and processing requests received from borrowers in accordance with Federal Rules as well as ensuring other loan activities are accurate and done in a timely manner. This position will also be responsible for the daily cash management, reconciliation and distribution to respective campuses of web e-payment proceeds received as well as working with campuses and vendors to resolve any questions or concerns related to web payment transactions or loan collection activity.

Qualifications

Minimum Qualifications:

Resume must reflect all minimum qualifications (work experience in chronological order, is most

helpful).

- Post high school education and business experience totaling six (6) years
- At least two years of experience in accounting, electronic payment processing, loan collections, or related area with demonstrated increasing levels of responsibility, which required independent decision-making, planning and organizational skills; a bachelor's degree can substitute for up to one year of experience
- Thorough knowledge & understanding of the following:
 - E-payment and ACH payment processes, procedures and best practices
 - Working with banks and other financial vendors on web/ACH payments
 - Analytical processes and problem identification and solution skills
- Strong ability to pay attention to detail
- Ability to manage time to meet deadlines and multi-task with limited direction
- Strong customer service skills and the ability to communicate with all individuals in a broad range of circumstances both verbally and written

Preferred Qualifications:

- Bachelor's degree in accounting
- At least two years of experience in web payment and ACH payment processes
- Minnesota State & State of Minnesota accounting and administration policies and procedures
- Managing e-payment services utilizing credit card, debit card and e-check payments
- Experience in financial aid, collections, and/or default management in a higher education setting
- Working knowledge and familiarity with Federal and State rules and regulations pertaining to the collection of student loans and educational receivables

Additional Requirements

In accordance with the Minnesota State Colleges & Universities (Minnesota State) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to Minnesota State'ss vehicle use criteria and consent to a Motor Vehicle Records check.

Application Details

Other Information

Employment information for this position can be found in its collective bargaining agreement or its plan document at <http://mn.gov/mmb/employee-relations/labor-relations/Labor>.

Why Work For Us

At Minnesota State we promote the ability for our employees to move within the Minnesota State system of Colleges and Universities, located throughout the State of MN. To learn more, please visit: [Work at Minnesota State!](#)

At Minnesota State, we have a GREAT BENEFITS PACKAGE! Our generous benefits include 11 paid Holidays, Vacation Time, Sick Time, six weeks of Paid Parental Leave, low cost medical and dental insurance with low deductibles, a Pension Plan, 457(b) and 403(b) retirement plans and other retirement investment options, pre-tax medical and dental expense (with roll-over option) and dependent care accounts, employer paid life insurance, short and long term disability, as well as professional development and a tuition waiver

program for employees and their dependents, etc. We promote the health and well-being of our employees and take work/life balance seriously.

How to Apply

Click "Apply" at the bottom of this page. If you are unable to apply online, please contact the job information line at 651.259.3637.

For additional information about the application process, go to <http://www.mn.gov/careers>.

Contact

If you have questions about the position, contact Jessica White at jessica.white@minnstate.edu or 651/201-1845.

Equal Employment Opportunity

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law. As an affirmative action employer, we actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status.

Reasonable accommodations will be made to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651.259.3637 or email careers@state.mn.us. Please indicate what assistance is needed.



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