

Temporary Student Accounts Representative Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=130204>

Downloaded On: Dec. 15, 2019 5:18am

Posted Oct. 2, 2019, set to expire Jan. 29, 2020

Job Title	Temporary Student Accounts Representative
Department	
Institution	Worcester Polytechnic Institute Worcester, Massachusetts
Date Posted	Oct. 2, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Part-Time/Temporary Staff
Academic Field(s)	Admissions/Student Records/Registrar Fiscal Services
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Job Description	

JOB TITLE

Temporary Student Accounts Representative

LOCATION

Worcester

DEPARTMENT NAME

Bursar

DIVISION NAME

Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

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Responsible for activities related to student billing and collections and cashiering functions in the Bursar & Cahier's Office to include data entry, reviewing, and analyzing student account information, reconciliations, and other duties.

JOB DESCRIPTION

Responsibilities:

- * Post cash receipts and other transactions to student accounts
- * Receive campus wide cash receipts for non-student transactions.
- * Reconcile daily cash receipts by verifying cash, checks, credit card payments and preparing bank deposit
- * Post cash receipts and journal entries to the Banner and or Workday Finance System
- * Process daily payments received by the University for all accounts receivable invoices and miscellaneous billings, for non-student accounts
- * Provide excellent customer service to students, parents and WPI faculty and staff via email, in person or telephone
- * Process incoming mail including posting payments
- * Monitor email inboxes and process requests
- * Data entry for meal plan changes and purchases (CBORD)
- * Prepare and coordinate payments for various vendors
- * Assist Bursar's Office & Cashiering staff with various projects
- * Other duties/projects as assigned

Requirements:

- * High School diploma and additional related coursework and/or previous work related experience
- * Proficient in MS Office Excel & Word
- * Excellent customer service skills
- * Ability to multitask with excellent attention to detail
- * Experience with an integrated database systems preferred (knowledge of Ellucian Banner /WorkDay system helpful)

FLSA STATUS

United States of America (Non-Exempt)

WPI is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability. We are seeking individuals with diverse backgrounds and

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experiences who will contribute to a culture of creativity and collaboration, inclusion, problem solving and change making.

To apply, visit: [url=https://apptrkr.com/1640266]https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Temporary-Student-Accounts-Representative_R0000140

About WPI

WPI is a vibrant, active, and diverse community of extraordinary students, world-renowned faculty, and state of the art research facilities. At WPI, we have competitive and comprehensive benefits, including health insurance, long-term care, retirement, tuition assistance, flexible spending accounts, work-life balance and much more.

Diversity & Inclusion at WPI

WPI is committed to creating an inclusive workplace where everyone feels valued and respected; a place where every student, faculty and staff member can be themselves, so that they can study, live, and work comfortably, to reach their full potential, and make meaningful contributions in order to meet departmental and institutional goals. WPI thrives on innovative practice and welcomes diverse perspectives, insight, and people from diverse lived experiences, to enhance the community environment and propel the institution to the next level in a competitive, global marketplace.

Contact Information

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

Contact

Worcester Polytechnic Institute

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