

**Student Accounts Rep & University Payments Specialist
(Entry Level - Part-time Position)
Worcester Polytechnic Institute**

Direct Link: <https://www.AcademicKeys.com/r?job=239737>

Downloaded On: Jul. 22, 2024 7:22pm

Posted Jul. 18, 2024, set to expire Nov. 9, 2024

Job Title	Student Accounts Rep & University Payments Specialist (Entry Level - Part-time Position)
Department	Bursar
Institution	Worcester Polytechnic Institute Worcester, Massachusetts
Date Posted	Jul. 18, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Fiscal Services Admissions/Student Records/Registrar
Apply Online Here	https://apptrkr.com/5428863
Apply By Email	

Job Description

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JOB TITLE

Student Accounts Rep & University Payments Specialist (Entry Level - Part-time Position)

LOCATION

Worcester

DEPARTMENT NAME

Bursar

DIVISION NAME

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Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

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

WPI is passionate about creating an inclusive workplace that promotes and values diversity. We are looking for candidates who can support our commitment to equity, diversity and inclusion.

JOB DESCRIPTION

- Post cash receipts and other transactions to student accounts
- Provide excellent customer service to students, parents and WPI faculty and staff via email, in person and telephone
- Process incoming mail including posting all university payments
- Reconcile daily cash receipts by verifying cash, checks, credit card payments
- Prepare and process daily bank deposits in Workday and banking systems
- Maintain voided and stop-payment checks in Workday and banking systems
- Monitor and respond to Bursar email inbox
- First contact for Incoming foot and phone traffic
- Reconcile and prepare daily entry for all online credit card receipts; assist community with credit card refunds for online transactions
- Assist Bursar's Office & Cashiering staff with various projects
- Back up for Sr. Treasury Analyst for various banking tasks such as wires, cash and reporting
- Weekly check printing/processing
- Other duties/projects as assigned

Requirements:

- High School diploma or GED and additional related coursework and/or previous work related experience
- Proficient in MS Office Excel & Word
- Excellent customer service skills

To apply please attach a resume and cover letter. Cover letter should include why you are interested in



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seeking a part-time entry level position.

FLSA STATUS

United States of America (Non-Exempt)

WPI is an Equal Opportunity Employer that actively seeks to increase the diversity of its workplace. 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. It seeks individuals with diverse backgrounds and experiences who will contribute to a culture of creativity, collaboration, inclusion, problem solving, innovation, high performance, and change making. It is committed to maintaining a campus environment free of harassment and discrimination.

To apply, visit: https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Account-Rep---University-Payments-Specialist--Part-time-_R0002827-1

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

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applying for or inquiring about this job announcement.

Contact

N/A

Worcester Polytechnic Institute

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