

# UNIVERSITY *of* DALLAS

Job Number: 13379UD

**Financial Assistant**

Date Posted: May 10, 2023

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## WHO WE ARE

The University of Dallas is a Catholic university that seeks to educate the whole person, encouraging its students to pursue wisdom, truth and virtue as the proper and primary ends of education. We have consistently ranked as one of the top regional universities in the country. All employees are expected to understand and support the [mission](#).

## SUMMARY

UD is currently seeking a Financial Assistant to provide excellent customer service and general information to university community. This individual will invoice third party billing across several third-party entities for student billing as well as oversight of student accounts, fees, payment plans and payments across a number of platforms.

## PRIMARY RESPONSIBILITIES

- Provides excellent customer service via phone calls, emails, and in person to University of Dallas students on questions regarding student accounts, tuition benefits, 3rd party determinations, and refunds.
- Handles Third Party billing to over 16 organizations or entities, including adding payment amounts to individual accounts per term and creates invoices.
- VA Chapter 33: Collects appropriate documents for "Request to Certify" form, and prepares fee statement (based on eligibility) for the School Certifying Official. Monitors incoming payments and post to appropriate accounts. Submits refunds as needed.
- ROTC: Creates invoices for Air Force ROTC (through UNT) at the beginning of each term. Provide assistance to for Army ROTC cadets (through UTA) on getting term information on courses and fees submitted correctly and prepares invoices. Monitors accounts for payment.
- Payment Plans: Each term, adds codes to student accounts with payment plans. Monitors student accounts daily (current and past semesters) to identify payment plans compliance and adds late fees on past due accounts as needed. Changes status and adds/deletes holds as needed.
- Monitor and review payments that are submitted through online payment platform such as Bank Mobile and Transact. Problem solve any "rejected" payments and submit corrections.
- Process Book Vouchers on student accounts for those UD students with excess financial aid and notify the UD Bookstore. Process Bookstore invoices and credit any remaining amounts to student accounts.
- Runs Argos reports to determine status of past due balances, and if students are cleared for the term.
- Back up to the cashier (posts payments, counts petty cash).
- Other duties as assigned to ensure the efficient and effective operation of the Business Office

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## MINIMUM REQUIREMENTS

- Bachelor's degree required in Business or Associates degree with additional experience.
- Minimum two years' experience in accounts receivable experience in a business office with direct customer/public contact.
- Proficiency with MS Office applications.
- Knowledge of FERPA.

## PREFERRED QUALIFICATIONS

- Veteran Experience or knowledge of VA billing preferred

## ADDITIONAL INFORMATION

- Supervises student workers.
- Extreme attention to detail.
- Ability to communicate effectively, both orally and in writing.
- Must have accurate data entry skills.
- Must be highly organized.
- Ability to apply modern accounting principles and procedures in a higher education setting.
- Ability to keep sensitive information confidential.
- Ability to create effective working relationships with employees and other departments.
- Hours may include evenings, weekends, and some overtime work based on the academic schedule and department needs.

## BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, vision, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; tuition waiver, tuition exchange for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

**The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.**

**The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.**