



Sweet Briar College is a women's liberal arts institution, located in Central Virginia approximately 12 miles north of Lynchburg and 60 miles south of Charlottesville. Founded in 1901, the College's curriculum encompasses a comprehensive baccalaureate program in the arts, sciences and humanities, as well as graduate programs in education. It is one of two women's colleges in the United States offering an ABET-accredited engineering degree. As an Equal Opportunity Employer, Sweet Briar College is committed to enhancing our community and encourages applications from qualified individuals with varied backgrounds, experiences and ideas who would increase the diversity of the College.

Position Title: Accountant-Student Accounts

Classification: Non Exempt

Reports to: Controller

Summary/Objective: Provides an accurate and timely reporting of financial information and provides accounting for college accounts in accordance with GAAP. Participates in monitoring Title IV activity and compliance with Federal Regulations.

Position Type/Expected Work Hours: 40

Supervisory Responsibility:

- None

Essential Responsibilities:

- Manages student accounts and collection and follow up as necessary.
- Reconciles loans and ensures college follows the rules of the program.
- Post student payments, processes student accounts credit balances, sends bills necessary and places holds on student accounts.
- Review upcoming classes and housing assignments and where payment is outstanding, coordinate collection from students.
- Maintains current knowledge of Housing, Financial Aid Admission and Registrar process, and how it relates to student accounts function.
- Reconciles varies general ledger accounts.
- Provide quality customer service to everyone served.
- Special projects as assigned by supervisor.

Required Qualifications:

- Associates Degree in accounting with 5 years of experience

Preferred Qualifications:

- Bachelor's degree in accounting

Work Environment:

No substantial physical activity required. The functions of the job are usually performed sitting, but may involve some amount of stooping, kneeling, bending, lifting, walking, carrying, and other movements may be required. Tasks such as working at a computer

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keyboard may involve extensive wrist and hand movements. All individuals are required to be able to perform these movements without a significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions listed above.

Travel: Occasional for professional development

Other Duties: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

How to Apply: If applying for a faculty or staff position, please submit a [Sweet Briar College employment application](#), cover letter, résumé and three professional references to studentaccountant@sbc.edu.