



NATIONAL AMERICAN UNIVERSITY

POSITION DESCRIPTION

Central Administration

To apply, submit an employment application (www.national.edu), resume, and letter of interest to: System Director of Student Accounts, 5301 S. Highway 16, Suite 200, Rapid City, SD 57701

I. POSITION TITLE: Student Account Auditor

II. EMPLOYEE CLASSIFICATION: Classified

III. JOB CLASSIFICATION: Nonexempt

IV. ACCOUNTABLE/REPORTS TO: System Director of Student Accounts

V. POSITIONS REPORTING TO THIS POSITION: None

VI. DUTY HOURS: 40 hours per week - variable

VII. MINIMUM REQUIREMENTS:

EDUCATION: High school diploma or GED equivalent required.

EXPERIENCE: Prior one to two years office experience with good accounting skills. Require computer experience particularly in excel and word.

PHYSICAL: Lift up to 30 pounds occasionally and lift up to 10 pounds frequently. Sitting, bending, keyboarding, speaking, hearing.

SKILLS EXPECTATION: Strong communication skills. Solid typing and ten-key. Ability to solve basic problems and/or situations. Excellent attention to detail and follow-up. Proven math and accounting skills. Ability to comprehend basic information.

VIII. BASIC FUNCTION/PURPOSE OF THE POSITION: To provide technical and other assistance in the area of student accounts in support of the mission of the university as defined by the university president and the board of governors.

IX. DUTIES/RESPONSIBILITIES/EXPECTATIONS OF THE POSITION:

- * A. Overall responsibilities for student account auditing/liaison for assigned NAU campus locations.
- * B. Review entries for tuition adjustments, fees book charges, employee discounts, miscellaneous entries, review and prepare documentation for semi-monthly closing and reconcile credit card logs.

- * C. Process withdrawal paperwork; print drop course report weekly to verify withdrawal paperwork process, review withdrawal paperwork for accuracy, return appropriate funds and clear transcripts and graduate degrees.
 - * D. Refer accounts to collections.
 - * E. Review credit balance report to verify timely cash disbursement processing, review attendance to validate and mail disbursements.
 - * F. Data entry as necessary.
 - G. Responsibility for review and processing of payment of financial aid for assigned NAU campus locations.
 - H. Order the EFT federal loan funds as authorized by the campus.
 - I. Periodically audit authorized fund requests.
 - J. Process payments of the financial aid funds to the student's accounts.
 - K. Return funds received but not eligible for payment.
 - L. Check attendance on the campuses behalf when necessary.
 - * M. Assist with initial training and support for campus student account personnel.
 - * N. Position requires estimated 20% travel each year. (average one week per two month period.)
 - O. Other duties as assigned by supervisor.
- X. COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING:** Administration, faculty and staff, partners and affiliates.
- XI. LIMITS OF AUTHORITY:** As defined by the policies, procedures and practices of National American University or the university president.

National American University reserves the right to alter this position's job description/job duties to meet the needs and goals of the organization.

- ♦Denotes a financial/security sensitive position within the university and will require a criminal/credit background check.
- *Denotes essential elements of the position.