To apply, submit an employment application (click here for application), resume, and letter of interest to: Student Account Auditor Manager
5301 S Highway 16
Rapid City, SD 57701

STUDENT ACCOUNTS AUDITOR
Position Description

Summary
The Student Accounts Auditor provides technical and other assistance in the area of student accounts in accordance with the mission, core values, and purposes of the university.

Minimum Qualifications
The Student Accounts Auditor must satisfy the following minimum qualifications:
1. High school diploma or GED equivalent required; and
2. One to two years of office experience with good accounting skills; and
3. Computer experience particularly in Microsoft Excel and Word.

Skills and Attributes
The Student Accounts Auditor must possess the following skills and attributes: 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.

Essential Functions
The Student Accounts Auditor performs the following essential functions:
1. Serves as student account auditing/liaison for assigned NAU campus locations.
2. Reviews entries for tuition adjustments, fees book charges, employee discounts, miscellaneous entries.
3. Reviews and prepares documentation for semi-monthly closing and reconcile credit card logs.
4. Processes withdrawal paperwork. Prints drop course report weekly to verify withdrawal paperwork process, reviews withdrawal paperwork for accuracy. Returns appropriate funds and clears transcripts and graduate degrees.
5. Refers accounts to collections.
6. Reviews credit balance report to verify timely cash disbursement processing, reviews attendance to validate and mail disbursements.
7. Performs data entry as necessary.
8. Reviews and processes payment of financial aid for assigned NAU campus locations.
9. Orders the EFT federal loan funds as authorized by the campus.
11. Processes payments of the financial aid funds to the student’s accounts.
12. Returns funds received but not eligible for payment.
13. Checks attendance on the campuses behalf when necessary.
14. Assists with initial training and support for campus student account personnel.
15. Travels an estimated 20% travel each year (average one week per two month period).
16. Performs other duties as assigned.

**Required Work Hours**

Forty hours per week during daytime, evening, and weekend hours. Scheduled work hours may change. Overtime may be required, or permitted with prior approval.
Reporting and Supervisory Responsibilities

1. The Student Accounts Auditor reports to the System Director of Student Accounts.
2. This position has no supervisory responsibilities.

Physical Requirements
The Student Accounts Auditor must be able to speak, hear, see, read, write, type, dial, reach, and bend.

Travel
Periodic travel, including airline travel and overnight stays, may be required.

Classification
1. FLSA: Nonexempt
2. IPEDS: Community Service, Legal, Arts and Media

Note: This position description does not list every activity, duty, and responsibility of the position and may be altered by the university at any time.

I have read and understand the foregoing position description, and I acknowledge and accept the responsibilities of the Student Accounts Auditor.

________________________________________  __________________________
Signature                                      Date

________________________________________
Print Name