



Job Title: Student Finances

Supervisory Contact: President

Hours: 15-20 hours per week

Salary or Hourly Rate: \$20-\$25/hour commensurate with experience and other qualifications

The incumbent in this job is expected to assist the College in achieving its mission which is to build midwives of technical expertise, professional excellence, and personal greatness. MCU's method for building Midwives of Excellence® is to meld professional and leadership education. Professional education prepares students for expertise in their chosen profession; leadership education teaches students "how" to think.

Position Overview

This person provides leadership to the Student Finances Department to effectively and efficiently achieve a student-centered, service-oriented operation, while ensuring that financial aid is disbursed accurately and efficiently, student receivables are collected and compliance with federal and state regulations is met.

Minimum Qualifications

- A bachelor's degree or equivalent with a concentration in accounting or a business-related field
- Three years customer service experience
- Ability to effectively and efficiently use QuickBooks, G Suite, and Microsoft Office

Preferred Qualifications

- Three to five years of progressively responsible customer service experience in an Accounts Receivable or closely related environment
- Proven knowledge of Department of Education Title IV funds disbursement, accounting and accounts receivable principles and methodologies, and collections practices

Duties and Responsibilities

1. Oversee the processing of student charges and issuance of student billing statements and timely collection of current student receivables by completing the various responsibilities including:
 - a) Update and review of Cost of Program (COP) and Annual Student Fee rate in MCU SIS Student Accounts.
 - b) Ensure the continuous analysis of current student balances and oversee the preparation of management summary reports.
 - c) Manage monthly payment plan agreements.
 - d) Review credit balance accounts and manage the student refund process to ensure timely processing in compliance with federal regulations.
2. Oversee the collection of past due student receivables by effectively completing the various responsibilities:
 - a) Analyze the Collections Report and the implementation of collection efforts in accordance with the College's Collection Policy.
 - b) Assess the performance of external Collection Agencies and recommend changes as necessary.
 - c) Prepare and analyze management reports related to Collection activities and the Aging of Receivables.
3. Manage receipt of Federal Title IV funds, including disbursing funds to appropriate accounts, entering payments received into MCU QuickBooks Company file, recording bank transfers, processing all COLA funds to students.

- a) Some flexibility in work hours is required in order to process funds when they arrive; this is not always predictable as per the 3rd party servicer
4. Assist MCU's bookkeeping contractor in tasks relating to the fiscal year end audit, especially related to Accounts Receivable
5. Oversee Student Finances QuickBooks data entry
6. Serve as an active participant in monthly Budget Meetings and monthly Student Progress Meetings.
7. Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees.
8. Perform other duties and responsibilities, as assigned

Knowledge, Skills, Abilities and Characteristics

- Exemplify MCU's culture and mission: <https://www.midwifery.edu/why-mcu/>
- Demonstrate a commitment to social justice, equity, and anti-oppression efforts within MCU's educational community of educators and learners
- Embody the concepts of *Crucial Accountability*, *The Outward Mindset*, and *Leadership & Self Deception*
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good interpersonal and written and verbal communication skills
- Present an aptitude in project management and organizational abilities within a fast-paced, competing priorities environment
- Analyze budgets and identify solutions

Midwives College of Utah is guided by a social justice and equity framework. We are a committed ally to all underrepresented individuals and families who seek access to midwifery care or who strive to become midwifery providers within their communities. Through collaboration and humble listening, we will continually strive to remove existing barriers to recruitment, retention, support and success at MCU as well as advance our program and profession in achieving inclusivity, cultural humility, and health equity. In doing so, we hope to broaden the reach and benefits of midwifery care for all families and effect widespread social change in the midwifery profession. Please read the following documents to learn more about our commitments to health equity, anti-oppression, and culturally safe care:

Equity & Social Justice Position Statement: <https://www.midwifery.edu/equity-and-social-justice/>

Equity and Social Justice Agenda: Initiatives and Accomplishments: <https://www.midwifery.edu/about-mcu-2/social-justice-initiatives-accomplishments/>

Non-Discrimination Policy

The Midwives College of Utah, as an institution of higher education and as a community of scholars and midwives, affirms its commitment to the elimination of discrimination and discriminatory harassment. MCU is committed to providing equal opportunity and equal access and to complying with all applicable federal and state of Utah laws and regulations and MCU non-discrimination policies and procedures: <https://www.midwifery.edu/nondiscrimination-policy/>

To apply, send a resume or CV, with a cover letter, to staffhrcoordinator@midwifery.edu
All application materials including cover letter must be submitted as a single .pdf file.