



HR BULLETIN

April 2, 2008

ASSISTANT TO BURSAR

POSITION SUMMARY: This position needs to demonstrate a working knowledge of general accounting principles and extreme customer service in support of the Student Accounts Office.

POSITION RESPONSIBILITIES:

1. Communicate with current students, as they pay their accounts in full. This would include phone calls, sending letters, and emails to students.
2. This position processes daily all billing charges and receipts.
3. Responsible for all direct billing, VA forms, and proof of payment requests; new cohort preparation and mailings associated with registration.
4. Maintain files, both manual and computerized. Post adjustments to student accounts.
5. Follow-up with non-current students and establish a payment plan arrangement or send to outside collection agencies if no arrangements can be made.
6. Maintain accounts in collections including write off process, recording payments and history.
7. Monitor 800 line, open mail and following up on all correspondence. Run end of month reports.
8. Provide back-up coverage to the cashier's position as needed.
9. Assist and/or back-up the Bursar when necessary.

POSITION QUALIFICATIONS: A bachelor's degree desired or an associate's degree with 2-4 years experience will be considered. Experience in accounting, collections or accounts receivable necessary; familiarity within an education institution valuable. This individual should exhibit a willingness to learn ENC's database system. Good written and oral communication skills required. Demonstrate the ability to interact well with others. Computer skills with Microsoft Office and attention to detail are required for this position.

APPLICATION DEADLINE : Until filled

START DATE: Immediate

Applicants outside ENC may make application by submitting their resume along with a cover letter and statement of faith by mail to: Fran Wright, Human Resources Department, Eastern Nazarene College, 23 E. Elm Avenue, Quincy, MA 02170, by email to: fran.c.wright@enc.edu, or fax to: 617-745-3907.

Eastern Nazarene College, a four-year, liberal arts, residential college of the Church of the Nazarene, located on Boston's South Shore, seeks qualified persons to join a multi-cultural community to fill faculty and staff positions. ENC encourages women and minorities to apply. Applicants should be committed Christians and active in a local church. Preference in hiring is given to those with Wesleyan convictions and background, though qualified applicants from other Christian traditions will be considered as well.