

Bloomfield College is an independent, four-year, coeducational college, founded in 1868. Located in Bloomfield, New Jersey, a suburban residential community just 15 miles from New York City, the College attracts a geographically diverse resident and commuter population. The 11-acre tree-lined campus is easily reached by train, bus, or car. Beautiful beaches of the Jersey shore and first-rate ski areas are only an hour from Bloomfield. The College's mission is to prepare students to attain academic, personal, and professional excellence in a multicultural and global society. While it was started with nine students in one building more than 140 years ago, the College now owns or leases more than 45 buildings which house students, offices, classrooms, labs, and technology. Enrolling 2,000 students studying in 60+ majors/degrees, each graduating class typically represents more than 50 countries world-wide and students are encouraged to celebrate their cultural and ethnic backgrounds with each other. Bloomfield College participates in 12 sports in the NCAA Division II.

Reporting to the Controller, the Student Accounts Director will provide the leadership and direction of Student Accounts Receivable within the Student Financial Services office of Bloomfield College, including financial management, fiscal policies review and changes; conducts special studies as required; ensures compliance with College, state, and federal regulations and standard accounting procedures. Responsible for providing a high level of customer service to students regarding all aspects of their account, including problem research and resolution. Work involves professional accounting activities, including reconciliation of accounts, invoicing, and routine collection activities under the direction of the supervisor. Duties require knowledge and experience with student accounts and of federal and state financial aid programs.

#### Essential Functions

- Acts as the liaison between the Finance Office and the Student Financial Services Office.
- The primary focus of this position is to ensure timely and accurate invoicing of students, collection of receivables, and compliant and accurate disbursement of federal, state and private student financial aid.
- This position requires prompt notification to Administration of any unresolved discrepancies and/or potential liability to the College.
- Job requires extended work hours during peak work periods.
- Responsible for updating the Colleague billing tables and complete coordination of the Accounts Receivable Colleague function within the Student Financial Services Office.
- Perform other duties and responsibilities as required, included but not limited to general ledger reconciliation of accounts receivable, cash, tuition and related accounts; ensure invoicing of student accounts is accurate; tuition test to ensure students are invoiced correctly; and other accounting functions

#### Minimum Qualifications:

- Bachelor's Degree in Accounting or Finance. In lieu of degree, 10+ years of relevant experience. 5+ year experience in similar supervisor position
- Experience in a higher education setting is a plus. Preference will be given to applicants with directly related experience in use of or administration of Ellucian's

## Colleague student software

### Preferred Qualification:

- Knowledge of fund accounting and generally accepted accounting principles.
- Strong interpersonal skills, analytical skills, service orientation, active listening, critical thinking, attention to detail, ability to multi-task in a high volume environment, organizational skills, effective verbal and written communication skills, sound judgment and decision making.
- Ability to function effectively as a member of a team.
- Proficiency in the use of spreadsheet and database software.
- Ability to perform accurate, detailed work.
- Ability to foster a respectful, cooperative, professional and courteous environment, maintain confidentiality, and employ tact and diplomacy.
- Ability to organize work, establish priorities and meet deadlines

Please email a cover letter, resume and list of three (3) professional references (PDF format preferred) to [studentaccountresume@bloomfield.edu](mailto:studentaccountresume@bloomfield.edu)

Bloomfield College is an affirmative action, equal-opportunity employer. The College is committed to achieving excellence through a diverse workplace and inclusive culture that encourages all people to reach their full potential. The College encourages applications and/or nominations of women, persons of color, veterans, and persons with disabilities. Bloomfield College is an Affirmative Action and Equal Opportunity Employer.