



POSITION ANNOUNCEMENT
Student Accounts Assistant

Mount Vernon Nazarene University exists to shape lives through educating the whole person and cultivating Christ-likeness for lifelong learning and service.

Mount Vernon Nazarene University (MVNU) is an intentionally Christian teaching university for traditional age students, graduate students, and working adults who seek opportunities to learn and grow in an academic community of faith. We provide the context for a transformational experience through excellent academics, service opportunities, caring relationships, and a nurturing spiritual and social environment. We challenge faculty, staff, and students to achieve their highest potential, to become increasingly Christ-like and to make a difference in their world through lifelong service.

The University seeks a part-time, 20/hrs/week, 12-month, Student Accounts Assistant for its Student Financial Services office on the Mount Vernon main campus. The position reports to the Assistant Director for Student Accounts and is available immediately, upon appointment of a successful candidate. The University pay grade for this position is "B". The candidate will also receive generous holidays, sick days earned on an accrual basis, and will be able to participate in our retirement plan.

Responsibilities for this position include:

- Customer service via telephone, in-person, and email
- Processing payments from students, parents, employers, and third parties
- Posting payments from Cashnet, MVNU's external payment plan
- Requesting refund checks for students, parents, and third parties
- Creating invoices for non-traditional students
- Sending monthly statements
- Updating student confirmation codes each fall and spring
- Documenting the purchase of Commuter Meal Plans and Road Bucks
- Interacting with eCampus in relation to student textbook accounts
- Reviewing account balances and Perkins holds for transcript clearance
- Performing other duties as assigned by the Assistant Director for Student Accounts

Expectations for the successful candidate:

- Evangelical Christian statement of faith, experience and mission fit
- Proficiency in Microsoft Office required; administrative database experience preferred
- Ability to maintain confidentiality
- High School Graduate; Associate's degree from a recognized, regionally accredited institution preferred
- Excellent verbal and written communication skills with a demonstrated attention to detail and commitment to accuracy
- Accounting experience preferred (proficiency in mathematical calculations required)
- Demonstrated organizational skills and attention to detail, with a high level of personal integrity and professionalism

To be considered for this position, please email a resume to humanresources@mvnu.edu and complete the application, found at: <http://mvnu.edu/jobs/application>. Applicants submitting materials via email should attach either a Microsoft Word or .PDF File. Alternatively, materials can be faxed to (740) 397-1005, or mailed to:

Mount Vernon Nazarene University
Human Resources
800 Martinsburg Road
Mount Vernon, OH 43050

Professional and personal references are required, consistent with the responsibilities associated with this position. A background check will be performed prior to appointment. Mount Vernon Nazarene University does not unlawfully discriminate on the basis of race, color, sex, national origin, age, disability, or military service in administering its employment policies and practices. As a religious educational institution under the auspices of the Church of the Nazarene, the University is permitted by law to consider religious beliefs/practices in making employment decisions and does so to achieve its mission. The University requires as a condition of employment that all employees subscribe to standards of the Church of the Nazarene and conduct their lives in accordance therewith.