



NOTICE OF VACANCY

Student Accounts Specialist

REPORTS TO: Dean of Business Services

DESCRIPTION OF POSITION: At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Student Accounts Specialist will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students and community partners who support the institution's mission.

The Student Accounts Specialist is responsible for ensuring accurate and timely posting of student account related accounting transactions and for maintaining financial accounts for all students enrolled at MDCC. This position involves a tremendous amount of customer service handling student account issues and questions. This position will have times where it will be necessary to come in early and stay late.

More specifically, the Student Accounts Specialist is responsible for the following:

DUTIES AND RESPONSIBILITIES

- Assist in creating Fee Sheets and a Timeline of Important Events for each semester;
- Assist in issuance of Title IV and all other refunds;
- Assist in posting necessary charges to student accounts;
- Assist in processing student housing forms, diploma applications, and other online payments;
- Assist in student account to general ledger reconciliation;
- Assist with registration of students, collection of payments, and invoicing students and agencies for amounts due;
- File accounting documents – general ledger adjustments, receipts, etc.;
- Maintain contact with students regarding current, past due, and problem accounts;
- Maintain student account information and apply/unapply charges and payments as necessary to ensure that accounts are easy for students to understand;
- Process holds as needed;
- Receipt monies from all sources related to student accounts and assist with the daily cash counts;
- Service customers at the counter and on the phone and take messages as needed;
- Update Orientation Letter yearly;
- Utilize ARGOS to modify and print requested reports, update student account holds, and create individual student statements;
- Utilize Excel to prepare detailed spreadsheets;
- Verify accuracy of bookstore daily sales, prepare deposits, and prepare general ledger journal entry;
- Perform any other duty as directed by the Dean of Business Services or VP of Business Services.

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Waunita Roberts Jones, Director of Human Resources, Stauffer-Wood Administration Building, Suite 144, Office 145, P. O. Box 668, Moorhead, MS 38761, 662-246-6309; EEOC@msdelta.edu.

MANDATORY QUALIFICATIONS

- Must hold a minimum of an Associate's Degree from regionally accredited institution.
- Must have a minimum of two years of work experience in related office environment.
- Must be dedicated to and appreciate the concept of the community/junior college.

DESIREABLE QUALIFICATIONS

- Preference will be given to applicants with additional education in accounting, business, or math courses.
- Preference will be given to applicants with experience with working with ARGOS.

KNOWLEDGE AND SKILLS REQUIRED

- Familiar with data entry using Banner
- Have a working knowledge of Excel, Microsoft Word, and a 10-key calculator
- Ability to work and communicate effectively with the students, staff, faculty, administration, and the public.
- Must also be able to work under stressful situations while multitasking and maintaining a positive attitude.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position may also require some travel and working some evenings and weekends.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT

This is a Full-Time, 12-month, non-exempt, Non-Teaching Professional (NP) position.

SALARY

The salary will commensurate with education and experience.

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APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application Form
2. **Unofficial** College Transcript(s)
3. Current Resume
4. Valid Driver's License
5. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to humanresources@msdelta.edu or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

DEADLINE

Internal/External– July 2, 2025 at 5:00 p.m.