



MINNESOTA STATE

Human Resources

Your HR team for the system office

Job Class: Accounting Officer – Job Posting 24259 Working Title: Loans Representative

Who May Apply: Open to all qualified job seekers

Date Posted: 6/5/2018

Closing Date: 6/19/2018

Hiring Agency/Seniority Unit: Minnesota State - System Office

Division/Unit: Finance

Appointment Type: Unlimited, Full-time

Work Shift/Work Hours: Day Shift

Days of Work: M-F

Travel Required: Yes, occasionally for training and conferences

Salary Range: \$19.03 - \$27.53/hourly; \$39,734 - \$57,482/annually

Classified Status: Classified

Bargaining Unit/Union: 214 - MN Assoc of Professional Empl/MAPE

FLSA Status: Non-exempt

[Connect 700 Program Eligible:](#) Yes

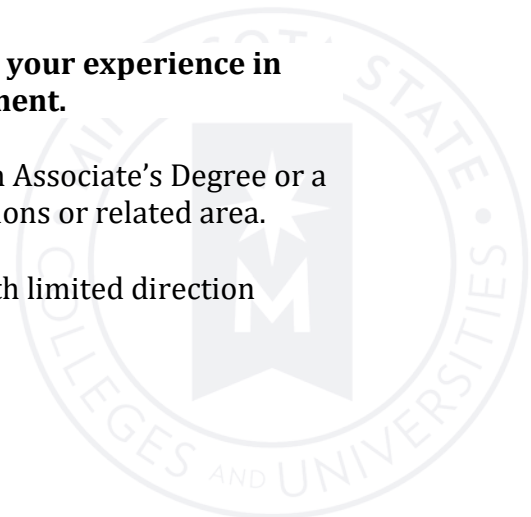
Job Summary:

This position assists the Director of Financial Collections in the centralized collection of Federal/State loan programs for Minnesota State in order to return funds to the colleges and universities. Duties include notifying borrowers of debts owed and follow up with a collection process in accordance with the rules and regulations established by the U.S. Department of Education, Health and Human Services and State of Minnesota.

Minimum Qualifications:

Resume must reflect all minimum qualifications. Please enter your experience in chronological order, including the month and year of employment.

- Two (2) years of experience in collections or related area an Associate's Degree or a Bachelor's Degree plus one (1) year of experience in collections or related area.
- Strong ability to pay attention to detail
- Ability to manage time to meet deadlines and multi-task with limited direction



- Written communication skills sufficient to write, prepare, and edit materials such as letters, emails, and procedures
- Telephone customer service skills to effectively communicate and elicit information with tact and diplomacy in difficult situations
- Ability to interpret and explain policies, procedures and practices
- Skilled in standard computer software programs for word processing, spreadsheets and databases sufficient to create and modify them

Preferred Qualifications:

- Associate's degree in business or accounting
- Minnesota State Colleges & Universities accounting and administration policies and procedures
- State of Minnesota accounting and administration policies and procedures
- Experience in financial aid, collections, and/or default management in a higher education setting
- Working knowledge and familiarity with Federal and State rules and regulations pertaining to the collection of student loans and educational receivables
- Ability to embrace changes in technology and the adjustment of office priorities and responsibilities and integrate changes into current procedures and operations

Additional Requirements

In accordance with the Minnesota State Colleges & Universities (Minnesota State) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to Minnesota State's Vehicle use criteria and consent to Motor Vehicle Records check.

Other Information:

Employment information for this position can be found in its collective bargaining agreement or its plan document at <http://mn.gov/employee-relations/labor-relations/Labor>.

Why Work for Us

At Minnesota State we promote the ability for our employees to move within the Minnesota State system of Colleges and Universities, located throughout the State of MN. To learn more, please visit: [Work at Minnesota State!](#)

At Minnesota State, we have a GREAT BENEFITS PACKAGE! Our generous benefits include 11 paid Holidays, Vacation Time, Sick Time, six weeks of Paid Parental Leave, low cost medical and dental insurance with low deductibles, a Pension Plan, 457(b) and 403(b) retirement plans and other retirement investment options, pre-tax medical and dental expense (with roll-over option) and dependent care accounts, employer paid life insurance,

short and long term disability, as well as professional development and a tuition waiver program for employees and their dependents, etc. We promote the health and well-being of our employees and take work/life balance seriously.

How to Apply

External Applicants: Go to the State of MN's career site at <http://www.mn.gov/careers>.

Internal Applicants: Go to Self-Service/Careers.

Contact

If you have questions about the position, contact Jessica White at jessica.white@minnstate.edu or 651/201-1845.

Equal Employment Opportunity

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law. As an affirmative action employer, we actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status.

Reasonable accommodations will be made to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651.259.3637 or email careers@state.mn.us. Please indicate what assistance is needed.