Job Class: Accounting Officer Int. – Job Posting 31243
Working Title: Lead Loans Representative

Who May Apply: Open to all qualified job seekers
Date Posted: 3/19/19
Closing Date: 4/2/2019
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
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 will act as Lead and be primarily responsible for Loan Collection activities which involve contacting borrowers and processing requests received from borrowers in accordance with Federal Rules as well as ensuring other loan activities are accurate and done in a timely manner. This position will also be responsible for the daily cash management, reconciliation and distribution to respective campuses of web e-payment proceeds received as well as working with campuses and vendors to resolve any questions or concerns related to web payment transactions or loan collection activity.

Minimum Qualifications:

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

- Post high school education and three (3) years of experience working in collections or related field that includes:
  - Two (2) years of experience in accounting, electronic payment processing with demonstrated increasing levels of responsibility, which required
independent decision-making, planning and organizational skills; a bachelor’s degree can substitute for up to one year of experience

• Strong ability to pay attention to detail
• Ability to manage time to meet deadlines and multi-task with limited direction
• Strong customer service skills and the ability to communicate with all individuals in a broad range of circumstances both verbally and written
• Thorough knowledge & understanding of the following:
  • E-payment and ACH payment processes, procedures and best practices
  • Working with banks and other financial vendors on web/ACH payments
  • Analytical processes and problem identification and solution skills

Preferred Qualifications:

• Bachelor’s degree in accounting
• Two plus (2+) years of experience in web payment and ACH payment processes
• Experience in managing e-payment services utilizing credit card, debit card and e-check payments
• Experience in financial aid, collections, and/or default management in a higher education setting
• Knowledge of Minnesota State & State of Minnesota accounting and administration policies and procedures
• Working knowledge and familiarity with Federal and State rules and regulations pertaining to the collection of student loans and educational receivables

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](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!](http://mn.gov/employee-relations/labor-relations/Labor).

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**


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.