

Job Code:.....101301
Position #: (PTAA) (E)
Developed by.....PC
Reviewed by.....DLJ
Approved by.....
Date:.....06/18

University of Rhode Island
Position Description

TITLE: Accountant (Student Loans)
DIVISION: Business and Finance
REPORTS TO: Manager, Student Loans
SUPERVISES: N/A
GRADE: 9

BASIC FUNCTION:

Responsible for the accounting and analysis of the University of Rhode Island Campus Based Student Loan accounts including promissory notes, deferments, cancellations, payments, collection costs, and refunds in accordance with federal regulations. Assist in the processing, collection and posting of the University of Rhode Island Short Term Emergency Loan program and the Miscellaneous Accounts Receivable program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Communicate with borrowers on the status of their loans and discuss payment, deferment, and/or cancellation options with them.

Obtain signatures from borrowers on promissory notes and Truth in Lending documents and record in PeopleSoft Student accordingly.

Continuously maintain electronic and paper files for borrowers including filing, reconciling to system, and shredding where necessary.

Deposit, log and record all student loan and miscellaneous receivable payments.

Research, reconcile and update borrowers' records for incorrect addresses, paid in full letters, separation dates and holds on accounts in PeopleSoft.

Reconcile petty cash.

Assist the manager in reconciling defaulted accounts and transferring to the Department of Education once determined uncollectable.

Periodically review student loan collection accounts to determine if they are currently being worked by the collection agency or need to be removed or reassigned to another collection agency. Investigate problems when necessary.

OTHER DUTIES AND RESPONSIBILITIES:

As necessary, work with collection agents on delinquent accounts.

Other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in accounting, finance, business administration or related field; Minimum of two years of accounting experience; Demonstrated experience with word processing, spreadsheet and database management software; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to prepare and deliver oral presentations to various groups; Demonstrated ability to be a team player; and, Demonstrated ability to work with a diverse groups/populations.

PREFERRED: Demonstrated experience working with student loan accounts and PeopleSoft ERP.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.