

**Colorado State University (CSU) Global Part-Time Student Accounts
Generalist I (Remote)**

Job Locations US

Job ID 2024-2387

JOB SUMMARY

The Part-Time Student Accounts Generalist I will assist with student account maintenance and ledger reconciliation. This role will assist in ensuring the accuracy and timeliness of the posting of charges and the collection of student payments. Please note that this position requires availability within the 12:00 pm - 4:00 pm Mountain Time timeframe.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Record and maintain proper records on the students account validating payment sources
- Process and verify billing transactions to student ledgers
- Verify and update tuition rates and discounts based on documentation received
- Post tuition, course materials and other fees to student ledgers
- Ensure the accuracy of tuition, book charges and other fees processed to student ledgers
- Process tuition, fees, or book refunds as per the policy
- Process incoming and outbound payment transactions to student ledgers
- Post student payments received at lockbox, electronic payments, collection agencies and other sources
- Process the stipend wire transfer
- Schedule and upload non Title IV refund to bank
- Lost check and stale dated checks outreach and returns
- Respond to student and team inquiries via chat, email, phone or CNS activities regarding student account charges within 24 hours
- Participate in completing term credit balance report
- Monitor and respond to emails across all Student Payments inbox
- Other duties as assigned

QUALIFICATIONS: EDUCATION & EXPERIENCE

- Bachelor's degree from an accredited university required.
- At least one (1) year of experience working with student ledgers, stipends, student accounts and billing preferred.

TOTAL COMPENSATION \$19.23 - \$20.19 per hour

For more information or to apply, please visit: <https://staff-csuglobal.icims.com/jobs/2387/part-time-student-accounts-generalist-i-%28remote%29/job?mode=view&mobile=false&width=712&height=500&bga=true&needsRedirect=false&jan1offset=-420&jun1offset=-360>