



Position Description for Director of Student Accounts

FLSA Classification:

FT/exempt

Salary Grade/Level: A17

\$65,022.00-\$76,401.00+ based on experience

Phillips Theological Seminary has provided a salary range that represents its good faith estimate of what Phillips may pay for the position at the time of posting. Phillips may ultimately pay more or less than the posted salary range. The salary offered to the selected candidate will be determined based on factors such as the qualifications of the selected candidate, departmental budget availability, internal salary equity considerations, and available market information, but not based on a candidate's sex or any other protected status.

Position Title: Director of Student Accounts

Reports to: Assistant Vice President of Finance

Date Created/Revised: July 2025

Phillips Theological Seminary offers theological education dedicated to learning the way of Jesus in order to cultivate vital congregations, communities, conversations, and the public good. The Seminary is affiliated with the Christian Church (Disciples of Christ). Located at the trifinium of the Creek, Osage, and Cherokee Nations, and just minutes east of the Greenwood District of Tulsa, OK, better known as Black Wall Street. Phillips is committed to justice initiatives and relational solidarity. We are committed to diversity, interculturality (e.g., Africana, Latinx, Asian, and Indigenous American communities), and justice with attention to the social realities of race, class, ethnicity, gender, and queer expressions of the human experience.

Summary/Objective:

The Director of Student Accounts works with nearly every department to keep the organization compliant with applicable regulations, standards, and best practices related to student billing. Functioning as a member of the Business Office, the Director of Student Accounts supports the overall organizational mission by managing all student billing functions, including student accounts payable, student accounts receivable, and communications regarding student accounts.

Essential Functions:

- Manage all student accounts receivable and payable.
- Research, analyze, and resolve student billing questions and discrepancies.
- Create and maintain appropriate student tuition and fee schedules in Sonis.
- Coordinate with other departments for withdrawals, R2T4, and other processes that affect student billing.
- Monitor all student billing transactions to ensure compliance with federal, state, and local regulations.
- Process 1098-T forms.
- Manage and oversee all student communications as it relates to their billing account.
- Coordinate with collection agencies regarding delinquent accounts and write off uncollectable balances.
- Attend meetings and conferences related to position and make improvements to ensure best practices are followed.
- Coordinate with other departments to fulfill student housing requests during concentrated course weeks
- Provide analytical reports to Business Office staff to aid in decision making.
- Perform miscellaneous job-related duties as assigned.

(Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.)

Competencies:

- Communication Proficiency
- Teamwork
- Problem Solving
- Computer Proficiency
- Detail Oriented
- Time Management
- Decision Making
- Cross Training

Supervisory Responsibilities:

- Daily oversight of department student worker(s)

Work Environment:

This position operates in a professional office environment. This position requires an independent and creative self-starter with great attention to detail. The work environment requires self-management and must be conducive to productivity with timely response to Phillips employees and supervisor. This position routinely uses standard office equipment such as computers, phones, and copiers/scanners.

Physical Demands:

This is an office position requiring minimal lifting or carrying. The ideal candidate must be able to complete all physical requirements of the job with or without reasonable accommodation. While performing the duties of the position, the employee is regularly required to talk or hear; required to sit for long periods of time, to stand and walk; use hands to handle or feel; and reach with hands and arms.

Position Type/Expected Hours:

This position is full-time and requires 40 hours per week. Occasional evening and weekend hours may be required for special events.

Travel:

Travel is primarily local during business hours; however, out-of-state travel is occasionally required for conferences and meetings related to the position.

Required Education/Experience:

- Bachelor's degree in accounting.
- Strong understanding of Generally Accepted Accounting Principles.
- Advanced proficiency in use of Microsoft Office products including Word, Excel, and Outlook.

Preferred education/Experience:

- Minimum two years of related work experience in a higher education setting, particularly student billing or financial aid.
- Familiarity with relevant federal and state regulations, particularly those related to financial aid, tuition, and student accounts.
- Working knowledge of accepted fund accounting practices, legal statutes, policy and procedures affecting financial record-keeping.
- Proficiency in other Microsoft Office programs, such as Access and Publisher.

EEO Statement:

Phillips is an Equal Opportunity, ecumenical seminary of the Christian Church (Disciples of Christ). We are approved by the University Senate of the United Methodist Church. Phillips Theological Seminary is an equal employment opportunity employer who complies with all federal, state, and local equal employment opportunity laws. The Seminary does not discriminate against employees or applicants based on race, color, national or ethnic origin, alienage and citizenship status, marital status, age, sex, gender (including gender identity and expression), sexual orientation, genetic information, pregnancy, disability, military status, or religion. The Seminary's commitment to equal

opportunity extends to all aspects of the employment relationship, including hiring, promotions, training, working conditions, compensation, and benefits.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Duties, responsibilities, and activities may change at any time with or without notice.

Signature:

Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee:_____ **Date:**_____