



Director of Student Accounts

SOWELA Technical Community College invites enthusiastic, self-motivated professionals to apply for the position of Director of Student Accounts. This is a full-time, twelve-month, position available immediately.

Director of Student Accounts:

This position reports to the Assistant Controller and its overall job responsibility is the financial administration of student accounts and all related processes. Ensures high standards of compliance to regulations, accuracy of data, and financial stewardship in the reporting and collecting of receivables. Provides leadership for student billing, receivables, and process evaluation and improvement in the Student Accounts office.

Education and Work Experience

- Bachelor's degree from a 4-year college or university in accounting, finance, business administration, or student services field, or other related field.
- 3+ years' experience in accounting or enrollment-related higher education student activities with a minimum of one year of supervisory experience.
- Excellent verbal and written communication skills and customer service orientation required.
- Strong analytical skills required.
- Qualified candidate must be self-managing, proactive, engaged, motivated, and act with a high attention to detail and accuracy.
- Proficient in the use of personal computers, including Microsoft Office.
- Ability to work independently.

Preferred Qualifications:

- Master's degree and/or CPA certification.
- Ellucian Banner experience

To request an official application and a copy of the position description, email resume@sowela.edu.

Accepting applications until position is filled.

Send application, cover letter, resume, and copy of transcript(s) to: Director of Human Capital Resources & Payroll, Office of Human Capital Resources & Payroll, SOWELA Technical Community College, P.O. Box 16950, Lake Charles, LA 70616-6950 or fax (337) 491-2135.

SOWELA is an equal opportunity, equal access educational institution committed to diversity in education and employment; and *does not discriminate on the basis of race, color, creed, national*

origin or ancestry, sex, sexual orientation, genetic information, pregnancy status, religion, veteran status, age or disability in its activities, programs, or employment practices as required by Title VI, Title IX, Sections 503 and 504 of the Rehabilitation Act, Age Discrimination Act, VEVRAA and Title II of the ADA.