

SISSETON WAHPETON COLLEGE

Business Office

TITLE: Business Office Specialist
REPORTS TO: VP of Admin Affairs/CFO
SALARY: D.O.E.
HOURS: 8:00 AM to 4:30 PM (Monday-Friday)
SUPERVISES: None

SUMMARY:

The Business Office Specialist plays a key role in the College's enrollment cycle. The specialist provides cashiering and accounts receivable services to college students and campus departments. The specialist assists business office staff with processing student tuition payments, student billing statements, vendor invoices, mail processing, filing and performing a variety of tasks relative to assigned areas of responsibility.

RESPONSIBILITIES AND DUTIES:

General Business

- Provide optimum front facing services to students and the college community.
- Maintains student and vendor accounts.
- Daily cash drawer balancing and reconciliation for retail departments.
- Accurate record keeping.
- Maintain Account Receivable system rules in Jenzabar.
- Assist with annual audits.
- Adheres to confidentiality requirements.
- Interact with students, faculty, staff, and community members to advance the College and Dakota values.

Student Accounts

- Oversee the application of payments from various sources to the student accounts records and monitor all financial transactions to ensure timely and accurate postings and record keeping.
- Provide account information to students, college staff, triaging and escalating cases as necessary.
- Utilize knowledge of student account and cashiering policies and procedures to communicate accurate information.
- Disbursement of student refund checks.
- Overseeing and scheduling all office communication and processing including semester set-up, mailing student billing, late fees, and collections.
- Billing/student accounts. Ensure that all communication vehicles (web, text, email, college intranet, print materials, phone, etc.) provide consistent and updated Student Accounts information.

July 2025 *Sisseton Wahpeton College reserves the right to exercise preference in hiring for qualified Tribal members/Indians in connection with all positions.*

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- Analyze Student Accounts Receivable for patterns, trends and then implement changes to maximize collections.
- Responsible for accurate and on-time reporting of 1098-T records to third-party services and the IRS.

Administrative Support

- Answers phone and handles incoming/outgoing mail for the business office.
- Serves as a backup for answering phones for college and providing customer service as necessary.
- Establish and maintain highly efficient record keeping systems.
- Assist with procurement processes.
- Other duties assigned.

MINIMUM QUALIFICATIONS:

- Associate's degree in Business, Accounting, Finance, or related field.
- Knowledge of billing and collection processes.
- Excellent analytical skills with attention to detail and ability to prioritize tasks effectively.
- Follow GAAP Standards in maintaining the integrity & reliability of financial reporting.
- Strong communication and interpersonal skills, with the ability to collaborate across departments and levels of the organization.
- Strong organizational skills, the ability to creatively problem solve, the ability to multi-task and manage deadlines.
- High standards of professional conduct & integrity in all interactions both internally & externally.
- Ability to maintain high levels of confidentiality.
- Proficiency in MS Office.

PREFERRED QUALIFICATIONS:

- Bachelor 's in Business, Accounting, or Finance preferred.
- Experience with Jenzabar software.
- Experience with financial aid processing.

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