

**WE ARE NEW YORK'S LAW SCHOOL****Director of Student Accounts**

New York Law School (NYLS), located in the heart of Tribeca, seeks a Director of Student Accounts who will be a key member of the Accounting Team. The Director of Student Accounts is responsible for ensuring seamless operations and superior customer service to our students, colleagues, and members of the law school community. This position reports directly to the Controller.

The successful candidate will lead with integrity and transparency, employs analytical problem-solving, and has outstanding communication skills to elevate the initiative of providing excellent student accounts services. The Director skillfully builds trust and relationships with internal and external stakeholders and is comfortable engaging with a diverse student population. The ideal candidate for this role is a strategic thinker who thrives in a collaborative environment and is interested in exploring new and innovative models for higher education.

Responsibilities

- Responsible for the overall management, continuous improvement, training, and service improvement delivery in the Student Accounts Office
- Assess tuition and fees each semester and generate tuition bills each month; draft the billing language and associated email communications to students
- Oversee processing of refunds to students for overpayment of tuition via total of loans, scholarships, and/or personal funds; verify accuracy of sums refunded; and ensure students are not awarded financial aid in excess of their aid budget maximum
- Manage the processing of cash receipts and student refunds and maintain compliance with federal cash management regulations; implement and maintain appropriate cash controls within Student Financial Services
- Manage and participate with the Accounts Receivable staff in communicating via email or phone with students who are delinquent on payment of tuition
- Monitor and document all payments received from students, staff, faculty, and external parties; prepare bank deposits of daily cash and check payments received, including donations
- Meet with students by phone, email, virtually, or in-person to discuss their questions and concerns regarding payment of their tuition obligation; provide information to students who may wish to enroll in one of the monthly tuition payment plans offered via Nelnet, and take necessary steps to assist their enrollment
- Each fall semester, process daily removal of health insurance fees from accounts of students who have waived their NYLS-sponsored insurance coverage from vendor as identified by daily data reports downloaded from vendor's site; reconcile student health insurance payment invoices to NYLS's records of students enrolled in health care coverage; work with the Associate Dean of Student Life to determine accurate record of enrolled students
- Manage the remaining Perkins loans and NYLS institutional loans issued by NYLS and serviced for NYLS by Educational Computer Systems Inc. (ECSI); work with borrowers requesting forbearances/deferments and assist borrowers in arrears who wish to clear up their negative credit records due to delinquent or missed payments; arrange for the return of aging, unpaid Perkins loans to the Department of Education; review monthly invoices from ECSI for accuracy
- Reconcile monthly total of daily online tuition payments (via TOUCHNET) posted in GL with corresponding payments recorded daily; refer accounts in serious arrears to collection
- Review notices of changes to student enrollment status from the Offices of Admissions and Academic Affairs to ensure any required actions are completed; recognize prorated adjustments to charges and payments
- Prepare annual schedules determining the prorated reduction of tuition (by date) for students who separate from NYLS from the first day of semester up to the date that constitutes 60% of the total days in the semester; calculate the final adjusted debit or credit tuition balances for these students; and prepare bills for the prorated balances as necessary

- Notify the Office of Financial Aid of the portion of federal loan funds to be returned to the Department of Education based on the date of separation from the School and the applicable percentage of reduction of tuition
- Collaborate with the Offices of the Registrar's, Student Life, Financial Aid, and Academic Affairs on matters related to student registration, enrollment status, attendance, academic status, and other factors that affect students' enrollment and payment obligations
- Assist the Controller and work with the Accountant as needed to reconcile tuition payments received from and/or checks issued to students
- Perform additional projects as assigned by the Controller

Requirements

- Bachelor's degree in accounting, finance, business administration, or a related field
- At least five years of student account experience in progressively responsible positions
- Excellent planning, organizational, and verbal and written communication skills
- A skilled and inspirational leader who is a team builder with attention to team mentoring, collaboration, and development
- Strong interpersonal skills and the ability to interact with diverse individuals and groups at all organizational levels, both inside and outside of the School
- Proficient in the use of Microsoft Office, computerized administrative relational database systems, and computer accounting systems (preferably Ellucian/Banner and TouchNet applications)
- Thorough knowledge of best accounting principles and practices
- Knowledge of FERPA regulations

Compensation

NYLS offers a comprehensive compensation and benefits package.

How to Apply

Please submit the following (in PDF format) to jobs@nyls.edu:

- Resume
- Cover letter
- Salary requirements

About New York Law School

Founded in 1891, New York Law School (NYLS) is an independent law school located in Tribeca, the heart of New York City's legal, government, financial, and emerging tech centers. Known as "New York's law school," NYLS embraces the city as its classroom by complementing a rigorous legal education with an innovative and diverse set of "uniquely New York" experiential learning opportunities. Since opening its doors, NYLS has produced graduates who have gone on to hold high elected and appointed office in the city, lead large and small firms, and gain broad recognition as captains of business and industry. Its renowned faculty of prolific scholars has built the School's strength in key areas of the law, including business and financial services, intellectual property and privacy, and government and public interest law. NYLS has more than 18,000 graduates and currently enrolls around 1,100 students in its full-time and part-time J.D. programs. The School also offers an advanced-degree program in Tax Law.

New York Law School is an Equal Opportunity Employer

All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, age, disability, or veteran status, or any other characteristic protected by law.