Scope of Responsibilities: This part-time position is responsible for handling the general receptionist responsibilities of the Business Office as well as being responsible for the collecting and receipting of all funds due to Grace College & Seminary. Other duties include assisting in business office tasks related to student accounts and accounting functions. This position is also responsible for maintaining excellent customer service with campus employees and external customers.

General Responsibilities: General receptionist for the Business Office. Collection and receipting of all funds due to Grace College & Seminary, which may include student payments, donor gifts and other external payments. Assist students and parents with account questions and other matters related to student billings. Assist the Student Accounts Coordinator in handling questions and issues related to student accounts. General assistance to the Business Office staff as requested. Maintain excellent customer service in all interactions. Other duties as assigned by the Controller.

Minimum Qualifications: Associate degree in Business, communications or a related field. One to two years of customer service experience in a financially related field. Must have excellent customer service & communication skills. Must be able to maintain confidentiality regarding business office transactions. Proficient in MS Office Suite programs. Must be able to maintain a high level of accuracy and attention to detail. Desire to join and contribute to the Grace community.

Preferred Qualifications: Bachelor degree in Business, communications or a related field. One to two years of college business office experience.

Status: Part Time, Non-Exempt

A completed employment application must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at www.grace.edu.

Posted: 9/1/15