



Senior Student Accounts Representative

Finance Department

NSGEU

Regular Full-Time (37.5 hours per week)

Classification: Band 4

Salary Rate: \$19.62/hour - \$23.98/hour

Overview

St. Francis Xavier University is a top-ranking, Canadian university and we are seeking an energetic and organized professional to provide support to the University's Student Accounts Office. Student Accounts is responsible for the billing and collection of student fees in addition to assisting students with student account related inquiries.

Key Responsibilities

- Contact with current and non-current students for purpose of fee collection;
- Maintain records on all current and non-current students with outstanding balances;
- Maintain regular communication with External Collection Agencies handling StFX accounts;
- Provide assistance to students on meeting payment requirements;
- Assist (dual custody) in daily processing university wide deposits;
- Provide back up as a Student Account Representative during heavy traffic periods, vacation and during staff shortages.

Qualifications

- The ideal candidate will possess a Community College Diploma, post-secondary education, or equivalent experience in a relevant area
- Preference will be given to candidates with experience in collections
- Strong organizational and interpersonal skills
- Must have experience working and communicating with students
- Excellent written and oral communication skills
- MS Office Suite (Word, Excel, Outlook) experience is necessary.
- Candidate must have the ability to handle a full range of inquiries with accuracy and tact
- Experience with Banner, Cognos reports and OneSolution will be considered an asset

Application Instructions

Closing date for applications is 1 p.m. (AT) on August 8, 2023. To apply please submit a letter of application and a resume in confidence to **Human Resources, StFX University** at careers@stfx.ca. Only those selected for an interview will be contacted.

StFX is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People.

StFX is seeking candidates who are committed to contributing to our priorities of equity, diversity, and inclusion. A demonstrated ability in fostering a climate of inclusion and cultural safety is a strong asset. Preference will be given to applicants who bring lived experience of historically excluded groups.

We are also committed to the elimination of barriers to participation for persons with disabilities. Should you require an accommodation during the recruitment process, please contact Human Resources at hr@stfx.ca or 902-867-5038.

About Financial Services

Financial Services is responsible for overall financial management and reporting of the University. This includes Student Accounts, Procurement, Accounts Payable, Financial Reporting, and the Office of the Vice President Finance and Administration.

About St. Francis Xavier University

StFX is a top-ranking Canadian, primarily undergraduate university focused on academic excellence, innovation in teaching and research, service to society and international outreach. Founded in 1853, StFX has a long and proud tradition as one of Canada's oldest universities. For almost 165 years, we have cultivated our strong and resilient spirit, dedication to intellectual rigour, and commitment to engaging students who aspire to be community-minded citizens of the world.

About Antigonish, Nova Scotia

The beautiful and historic town of Antigonish, Nova Scotia, is located the northeastern corner of Nova Scotia. We're only a 15-minute drive from the ocean and two-hour drive to major urban centres. With a diverse and growing population, Antigonish is a family friendly town with lots of opportunity, access to good education at all levels, recreation, sports and culture activities. It is surrounded by rolling countryside with hiking and beautiful beaches. We enjoy a vibrant culture in the arts with music, performing arts, visual arts and crafts, and fabulous festivals throughout the year. For more information, visit www.townofantigonish.ca or www.visitantigonish.ca.