**STUDENT ACCOUNTS ADMINISTRATOR**

Cleveland Institute of Art invites applications for the full-time position of Accounts Receivable/ Student Accounts Administrator reporting to the Accounting Manager. A successful candidate should have strong customer service skills as they will be working one-on-one with parents and/ or students on billing matters and assist them to resolve problems and complaints concerning student accounts. The Accounts Receivable/ Student Accounts Administrator is directly responsible for managing the collection process which includes sending collection letters, calling delinquent accounts and updating student accounts. This position will serve as the main contact with outside collection agencies and will be responsible for preparing accounts to be turned over to said collection agencies. The ideal candidate will have strong problem-solving skills due to the amount of research that is involved in resolving discrepancies in receivables balances. Developed written and verbal communication skills are necessary when working in this role. The Accounts Receivable/ Students Accounts Administrator will often communicate with clients, requesting payment or setting up payment plans. Organizational skills are crucial with the ability to closely pay attention to detail will ensure that records and reports are accurate. Must be able to expertly keep track of time to ensure all work is being completed during the day.

An Associate’s degree is required for this position but, a Bachelors degree is preferred. Three to five years of experience in accounts receivable and cashiering, preferably in higher education. In this role you will use programs such as Microsoft Office and J1 Jenzabar. Understanding how to use Microsoft Office is imperative and understanding how to use J1 Jenzabar is preferred. The ideal candidate will: have knowledge in higher education structure, financial aid transaction procedures regarding student records, and have knowledge in cash receipts and disbursements and FERPA guidelines.

We encourage applications from members of groups that have been marginalized or underrepresented in art and higher education and who will contribute to the breadth and diversity of our community.

**Compensation**

This is a full-time exempt position. Compensation is commensurate with experience and qualifications. Cleveland Institute of Art offers a benefit package including; vacation, sick, personal time accrual as well as additional time off while the college is closed during winter break; health and dental insurance, life and disability insurance, 403B retirement contribution, tuition remission, free campus parking, and inter-museum council discounts.

**Review of applicants will begin May 31, 2022 and will continue until position is filled.**

*Cleveland Institute of Art (CIA) is committed to increasing diversity in our community and* *actively pursues individuals from all backgrounds. Additionally, CIA complies with all* *applicable federal, state and local laws and provides equal opportunity in all educational programs* *and activities, admission of students and conditions of employment for all qualified individuals* *regardless of race, color, sex, religion, age, disability, sexual orientation, protected veteran status,* *gender identity or national origin.*

**ABOUT CIA**

The Cleveland Institute of Art is one of the nation's leading accredited independent colleges of art and design. Since 1882, the college has been an educational cornerstone in Cleveland, Ohio, producing graduates competitive as studio artists, designers, photographers, contemporary craftspeople, and educators.  With approximately 600 students, CIA offers a personal educational experience with the benefits of a larger institution. Students choose from 13 majors and live and work in Cleveland’s University Circle, one of the country’s most unique cultural centers – recently named by *USA Today* as the “Best Arts District” in the country.

The mission of CIA is to cultivate creative leaders who inspire people, strengthen communities, and contribute to a thriving and sustainable economy through an innovative education in art and design.  Visit our website at: [www.cia.edu](http://www.cia.edu)

**CIA Vaccination Requirement Notice**

Cleveland Institute of Art (CIA) is committed to protecting our students, employees, and our communities from COVID-19. Toward that goal, and in consideration of guidance released by the state of Ohio, the U.S. Centers for Disease Control and Prevention (CDC), and a variety of public health authorities and professional organizations, CIA has implemented a vaccination requirement policy for its students and employees.

All employees are required to receive the Covid-19 vaccination as determined by CIA and provide proof of their fully vaccinated status upon hire.

Reasonable Accommodation: Employees in need of an exemption from this policy requirement due to a medical reason, or because of a sincerely held religious or moral belief must request a Request for Exemption form from Human Resources to begin the interactive accommodation process after an official offer of employment is accepted. Accommodations will be considered and/or granted where they do not cause CIA undue hardship or pose a direct threat to the health and safety of others.

Please direct any questions regarding this notice to Human Resources at [hr@cia.edu](mailto:hr@cia.edu).