



**WESTERN  
SEMINARY**

**Finance Associate**  
Portland Campus

**Hours:** 40 hours/week (1.0 FTE) Non-Exempt

**Relationships:** The Finance Associate is part of the Business and Finance Department and reports to the Controller. Gift receipting is under the direction of Advancement personnel.

**Purpose:** The Finance Associate is responsible for the Accounts Receivable (A/R) function for all campuses of Western Seminary. A/R includes all functions related to general, student and gift revenue. This position provides back-up as needed for the Accounts Payable (A/P) function.

**Essential Functions:**

- Accounts Receivable
  - Responsible for all student account business processes, which include: billing and collection of student accounts; processing receipts and deposits; payment plans; student account refunds; third party billing; receivables analysis. Provide customer service by assisting students over the phone, by email and in person. Observe and explain pertinent deadlines, policies and procedures related to the business office and cash-related transactions.
  - Each semester support the application of employee waivers; send bills for governmental third parties who partner with payments.
  - Monthly review of student A/R balances. Work with Controller to follow up with students who still owe funds, either after the semester due-date, or who are late in making Payment Plan payments.
  - Recommend changes to policies and procedures that will improve the efficiency and accuracy of the revenue and refund processes, ensuring responsiveness to student needs and seminary goals
  - Manage and evaluate vendor relationships as they relate to student account business processes, which include payment plans and gateway vendors, collection agencies as well as any other third party service providers.
  - Work closely and collaboratively with all WS student services offices to help provide exemplary service to students.
  - Support, process and record other income sources, e.g. library income, event income, events, etc.
  - Receipt donations
- Accounts Payable
  - Support the Accountant in accounts payable processes, ensuring internal controls are maintained. This includes review of invoices for appropriate approvals and coding.
  - Review Expense Reimbursement Reports and seminary VISA/Amex accounts to ensure all receipts are attached.
  - Process Paymerang payments twice a week.
  - Prepare credit applications for vendors as needed.
  - Cooperation with financial aid in the timing of Direct Loan disbursements is essential.

**Qualifications:**

- Bachelor's degree required
- Three year's administrative or other related experience preferred
- Demonstrated ability to learn new things and solve problems.
- Attention to detail in this position is essential to receiving an audit without deficiencies
- Demonstrated outstanding ability to organize tasks and manage projects, work independently, and schedule ongoing work efficiently and effectively
- Excellent oral, written, and interpersonal skills. Very good with public contact and hospitality.
- Demonstrated ability to handle personnel and financial matters with accuracy, efficiency, confidentiality, integrity, and good judgment.
- High level of proficiency with Microsoft Suite required.
- Evangelical Christian commitment and lifestyle consistent with the World Evangelical Association Statement of Faith and the Seminary's governing values