

# STONE CHILD COLLEGE

8294 Upper Box Elder Rd. Box Elder, MT, 59521 – (406) 395-4875 – [www.stonechild.edu](http://www.stonechild.edu)

## EMPLOYMENT ANNOUNCEMENT:

<b>Job Title:</b>	<b>Student Billing Clerk/Office Manager</b>
<b>Opens:</b>	<b>October 17, 2024 – open until filled</b>
<b>Supervisor:</b>	<b>Chief Finance Officer</b>
<b>Classification:</b>	<b>Full-time, non-exempt</b>
<b>Salary:</b>	<b>According to SCC Salary Scale, depending on experience and education – Fringe Benefits</b>

## JOB SUMMARY:

Stone Child College is seeking a detail-oriented and organized Student Billing Clerk with additional Office Manager duties to join the Finance department. The successful candidate will play a crucial role in managing student billing processes using the EMPOWER student information system and overseeing daily office operations. This position requires a strong understanding of financial practices, excellent communication skills, office management capabilities, and the ability to work collaboratively within a team environment.

## JOB DUTIES:

### **Student Billing Management Responsibilities:**

- Process and generate student bills and financial statements accurately and in a timely manner using the EMPOWER system.
- Monitor student accounts, track outstanding balances, and initiate collection processes as necessary.
- Provide exceptional support to students and families regarding billing inquiries, payment plans, and account status.
- Maintain accurate and organized records of all billing transactions, payments, and correspondence.
- Ensure accurate entry of financial data into EMPOWER and other related systems, performing regular audits to verify data integrity.
- Assist the CFO in preparing financial reports and analyses related to student billing and accounts receivable.
- Stay informed about applicable federal and state regulations related to student billing and ensure compliance with institutional policies.
- Work closely with the Financial Aid Office and Registrar's Office to coordinate billing processes and resolve discrepancies.

### **Office Management Responsibilities:**

- Oversee day-to-day office operations, ensuring the office runs efficiently and that administrative tasks are completed on time.
- Maintain office supplies and inventory, placing orders when needed and tracking expenses to stay within budget.
- Manage communication and correspondence for the department, including handling phone calls, emails, and physical mail.
- Receive, verify for accuracy, and process Purchase Order requests.
- Prepare and deliver weekly bank deposit.
- Coordinate with the Accounting Manager in obtaining required signatures on checks.
- Organize and maintain filing systems, both physical and electronic, for easy access to records and information.
- Coordinate office meetings, schedules, and events, ensuring appropriate resources and materials are available.
- Assist in onboarding new staff, including training on Business Office procedures and systems.
- Serve as a main point of contact for students, staff, faculty and community for Business Office-related inquiries and issues, resolving problems in a timely manner.
- Serve on a Strategic Planning Committee assigned by supervisor.

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## KNOWLEDGE, SKILLS, AND ABILITIES:

- Associate's degree required; associate's degree in finance, accounting, or a related field preferred.
- Previous experience in billing, accounts receivable, or financial administration, preferably in an educational setting.
- Familiarity with EMPOWER or similar student information systems is highly desirable.
- Proficient in Microsoft Office Suite, especially Excel.
- Strong attention to detail and accuracy.
- Excellent verbal and written communication skills.
- Ability to manage multiple tasks and prioritize tasks effectively.
- A commitment to providing excellent customer service and support to students and families.
- Knowledge of the Rocky Boy Indian Community including its geography, population groups, educational needs, and cultural differences.

## HOW TO APPLY:

Please submit a complete application consisting of the following documents, in either hard or electronic copies in Portable Document Format (PDF):

- Letter of interest
- Current resume or CV
- Transcripts (unofficial may be used at time of application, but official will be required upon hiring)
- Three (3) professional letters of reference with contact information (current – one year or less)
- SCC application ( <https://www.stonechild.edu/employment/> )

Via email to: Jessie Demontiney, Human Resources Director - [jdemontiney@stonechild.edu](mailto:jdemontiney@stonechild.edu). Only complete applications will be considered. All positions require pre-employment drug testing and criminal background check.

***SCC will give preference in hiring to qualified Chippewa Cree tribal members, American Indians, and Veterans.***