



BENNETT COLLEGE

Job Posting

Title: Disbursements Coordinator

Date of Posting: 06/18/2021

Closing Date: Until Filled

Department: Business & Finance

Reports To: Controller

GENERAL SUMMARY:

Reporting to the Controller, the Disbursements Coordinator (DC) holds primary responsibility for the payment activities of the College and the purchase-to-payment cycle as a whole. This includes being the primary point of contact on campus for the College's purchasing policy and maintaining documentation to support adherence to such policy, as well as processing payments through the College's ERP/GL and bill payment processes as needed. Additionally, this role maintains responsibility for payroll processing and the relationship with the external payroll servicer, as well as for student account refunds currently processed through a third party servicer. In collaboration with the Accounting Analyst, ensure needed information is provided timely to the College's banking institution and Bank Mobile (for student refund payments) on a weekly basis. Annually, this position performs certain tax reporting, such as issuance of Forms 1099 and 1098-T to the related stakeholders.

ESSENTIAL JOB FUNCTIONS:

- Generate and distribute purchase orders from approved purchase requisitions
- Process and pay approved payment requests, purchases against PO's, and expense reimbursements
- Process monthly and bi-weekly payrolls through an external payroll service
- Process student account refunds
- Process and pay student insurance rosters

- Process and track necessary information for generation of IRS Forms 1099 and 1098-T throughout the year
- Perform other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Familiarity and competency with Microsoft Office suite
- Familiarity with Jenzabar EX
- Familiarity with IRS Form 1099 and/or 1098-T preparation
- Must be a self-starter and problem solver with strong organizational skills and the ability to manage multiple priorities
- Must be extremely detail oriented and do highly accurate work
- Must possess a high level of professionalism and the ability to exercise sound judgement and discretion
- Must be able to communicate effectively with individuals both inside and outside the college and to deliver a high level of customer service
- Must be able to effectively administer the colleges' policies and procedures and to make suggestions for improvement

EDUCATION AND EXPERIENCE:

Required:

- Must have as minimum of 3 years' payroll and/or accounts payable experience

Preferred:

- Possession of an Associates or Bachelor's degree
- Work experience in a higher education setting

HOW TO APPLY:

Interested candidates should submit a complete applicant packet, which includes the following documents:

- online application for employment (found at www.bennett.edu)
 - click on "Quick Links" at the top of the home page
 - click on "Employment Opportunities"
 - click on "Click Here to Apply" and follow the instructions

The following are **required documents** to be attached to your application:

- cover letter

- resume
- unofficial transcripts from every college and university attended
 - official transcripts are required if an offer of employment is accepted

**ONLY COMPLETE APPLICANT PACKETS WILL BE ACCEPTED
NO PHONE CALLS PLEASE!**

We are an Equal Opportunity Employer

E-Verify, an online program which is administered through the Department of Homeland Security and the Social Security Administration, are used to verify employment eligibility.