

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

**Account Clerk 3 (Perkins/NDSL Collections)
Bursar
Regular Full-Time Position
Position Number 550010**

General Description

The Account Clerk 3 works under the direct supervision of the Bursar and performs administrative and clerical duties for the collection of student loans. The clerk must work with subordinates, students, staff and outside agencies and comply with APSU policies, TBR guidelines and Federal and State regulations.

Primary Duties and Responsibilities

- Supervise Account Clerk 2 and student employees.
- Coordinate and work with students, University staff, local, state and federal offices in implementation of Federal Regulations and TBR/university policies and guidelines for all Federal Perkins Student Loans at APSU.
- Counsel and update data from Perkins Student borrowers for both Entrance and Exit Interviews.
- Prepare, safeguard, maintain and monitor up-to-date and accurate promissory notes and data files for all Perkins Student Loan borrowers in accordance with APSU policies and Federal and State regulations and guidelines.
- Answer questions and provide information to students, University staff, collection agencies and credit bureaus and other outside agencies pertaining to Federal Perkins Student Loans.
- Review and analyze information from borrowers to determine the approval or disapproval of borrower deferment and cancellations as specified in accordance with Federal Regulations.
- Apply all advances, payments, address changes, deferments and cancellations to student loan accounts for both in-school and out-of-school accounts on APSU and ACS billing systems.
- Analyze, edit and reconcile monthly and year-end reports from billing service and collection agencies; prepare corrections as needed.
- Analyze, reconcile and prepare monthly and year-end journal entries for closings.
- Assign and update information on delinquent loans to outside collection agencies and credit bureaus.
- Function as liaison with billing service, collection agencies, credit bureaus, Attorney General's Office, Bankruptcy Courts, Department of Education and attorneys per University and TBR policies and procedures; act as University representative in court as needed.
- Reconcile billing service accounts with APSU accounts and prepare journal entries for corrections on a monthly and year-end basis.
- Request permission from the Attorney General's Office to write-off delinquent accounts and assign to U.S. Department of Education as specified in APSU/TBR Guidelines and Federal Regulations.
- Request permission and write-off of delinquent accounts less than \$25 from the Attorney General's Office.
- Provide or assist with any required reporting such as IPED and year-end reporting and other information as required.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to efficiently operate a 10-key calculator, personal computer and associated software (Outlook, Word, Excel, etc.) and SungardHE Banner.
- Ability to communicate effectively and appropriately.
- Ability to maintain confidentiality of records and information.

Essential Functions continued

- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to maintain files accurately, in paper and in software programs.
- Ability to handle multiple tasks simultaneously.
- Ability to make mathematical computations quickly and accurately.
- Ability to accurately process and balance daily monetary transactions within the department.
- Ability to effectively plan and complete projects in a timely manner.
- Ability to interpret Federal and State regulations.
- Ability to exercise good judgment in evaluating situations and making decisions.
- Ability to work well independently.

Required Minimum Qualifications

- High school diploma or equivalent.
- Two years prior experience in bookkeeping, loans or collections.
- Three years of prior office/secretarial experience.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Two years of college.

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