



About St. Francis College (SFC)

Founded in 1859 by the Franciscan Brothers, St. Francis College (SFC) has a rich legacy of academic excellence and service. Located in Brooklyn, New York, SFC educates over 4,500 students, primarily from the five boroughs, with backgrounds representing over 70 countries and more than 40 languages. With a network of 20,000 alumni, the college has produced distinguished public servants, scientists, lawyers, business professionals, nurses, teachers, and members of the clergy.

Rooted in Franciscan values of community, collaboration, and connection, SFC remains committed to providing a first-class, attainable, high-quality education to individuals of all racial, ethnic, and religious backgrounds, with a special focus on working-class New Yorkers. In 2021, the College launched a transformative initiative to restructure academic and programmatic offerings, aligning them with 21st-century career needs while expanding its reach locally and internationally. In 2022, SFC relocated to a modern, state-of-the-art campus in Downtown Brooklyn, ensuring it continues to prepare students for success in a rapidly evolving world.

Job Summary:

Reporting to the AVP of Enrollment Management, the **Senior Student Accounts Counselor** is responsible for performing higher level student accounts billing and collections activity in addition to the responsibilities required of all counselors.

Salary Range: \$42,000 - \$46,000 per year

Essential Duties & Responsibilities: Senior Student Accounts Counselor

- Coordinate billing and collection of student receivables.
- Serve as primary resource for student housing billing matters.
- Develop and implement a communications schedule for past due accounts.
- Advise students on tuition and fee payment methods, including invoices, account balances, financial aid status, monthly payment plans, and related inquiries.
- Respond promptly and professionally to student inquiries by phone, email, or in person.
- Assist in developing and implementing financial literacy and default management programs.
- Ensure compliance with all federal, state, and local regulations regarding distribution and reconciliation of Title IV funds.
- Coordinate reconciliation of financial aid postings to accounts receivable with the Compliance Officer and Financial Affairs.
- Participate in College events (e.g., high school outreach, open houses) and serve on committees supporting the Student Financial Services Office.
- Perform other duties as assigned in support of the College's mission and goals.



Minimum Qualifications

- Associate's degree required; Bachelor's degree preferred.
- Minimum 2–3 years of experience in student financial services.
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook).
- Strong written, verbal, and interpersonal communication skills.
- Demonstrated ability to build rapport and work effectively with diverse populations.
- Highly organized and detail-oriented, with the ability to manage multiple priorities in a fast-paced environment.
- Comfortable initiating calls and maintaining consistent follow-up with students.
- Professional, adaptable, and self-motivated; able to work independently and collaboratively.
- Commitment to the mission, values, and student-centered culture of St. Francis College.

Job Classification/Work Schedule: Non-Exempt (Eligible for overtime pay)

This is an in-person role requiring a minimum of four (4) days per week on campus. Extended hours and occasional weekend availability may be required during peak processing periods and campus events.

Interested applicants can apply [here](#).

St. Francis College is committed to providing opportunities to all persons without regard to sex, race, creed, color, religion, national origin, citizenship status, age, disability, marital status, gender identity or expression, predisposing genetic characteristics, status as a victim of domestic violence, sexual orientation, status as a Vietnam-era or special disabled veteran, or any other characteristic protected by law in its education programs and activities or employment.

The College is an Equal Opportunity employer.