



PART-TIME ACCOUNTING CLERK – 20 hours/week
National Student Loan Program
Lincoln, NE

With immediate direction this position is involved in general ledger and guarantee system processing. Additionally, the position is responsible for providing general support to the Accounting/Finance department, including filing, copying and routine clerical duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Process general ledger entries to include coding, posting, and data entry to general ledger system.
- Process borrower payments, lender repurchases/rehabilitations, and direct loan consolidations to include posting, coding and data entry to general ledger system and guarantee system.
- Prepare deposit of cash received (borrower payments, lender refunds, lender repurchases/rehabilitations, accounts receivable, fee billing payments, collection agency payments, trustee payments).
- Prepare payments and tracking logs for payments to collection agencies and update guarantee system.
- Maintain accounts payable files.
- Maintain accounting/finance department files and inventory of documents stored.
- Maintain supporting documentation for federal reporting.
- Maintain accounting/finance department supplies and inventory.
- Other duties may be assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- Completion of one year of college or technical school accounting course work; or one year related experience and/or training; or equivalent combination of education and experience.
- Successful completion of a background investigation is required.

Submit your resume, cover letter on our ADP WorkforceNow site at <https://bit.ly/2TyXHV3> or send via email to hrd@fes.org.

FES and The National Student Loan Program take affirmative action to insure that applicants with job related qualifications are employed and employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability.

Equal Opportunity Employer