

UNIVERSITY *of* DALLAS

Job Number: 16099UD

Financial Assistant

Date Posted: November 18, 2025

WHO WE ARE

The University of Dallas is a premier Catholic liberal arts university that seeks to educate the whole person, encouraging its students to pursue wisdom, truth and virtue as the proper and primary ends of education. All employees are expected to support the university's [Mission](#), which is informed by the Apostolic Constitution [Ex corde Ecclesiae](#), the Catholic Church's governing document on Catholic universities. The University of Dallas is known for its nationally ranked Core Curriculum, exceptional post-graduation outcomes, and some of the happiest students in the country.

SUMMARY

UD is currently seeking a Financial Assistant to monitor student accounts, post payments and charges, and take proactive steps to collect accounts receivable. This position will also provide excellent customer service and general information to the university community. Invoice third-party billing as well as the oversight of payment plans and payments across a number of platforms and demonstrate a high-level of attention to detail when performing all tasks.

PRIMARY RESPONSIBILITIES

- Provide excellent customer service via phone call, email, and in-person to University of Dallas students and parents answering questions on all facets of student accounts.
- Post charges and payments for student accounts and miscellaneous transactions from various platforms.
- Reconcile cash drawer transactions daily to ensure payments are accounted for and posted properly.
- Verify accuracy of accounts receivable data, identify and resolve discrepancies.
- Assist with registration to aid students matriculating in the university.
- Perform cashiering functions as assigned.
- Monitor past due accounts and contact students to inquire about payment status according to university policies and procedures.
- Issue account statements.
- Work with other departments to resolve student-related issues.
- Process third party billing for students to outside entities, including the Veterans Administration.
- Oversee assigned projects as needed.

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MINIMUM REQUIREMENTS

- Bachelor's degree in Business Administration.
 - An Associate's degree in Business Administration with additional experience will be considered.
- Attention to detail.
- Ability to complete tasks with minimal supervision.
- Ability to calculate, post, and manage accounting figures and financial records.

ADDITIONAL INFORMATION

Normal work hours are 8:00 am to 5:00 pm Monday through Friday. Additional hours may include evenings, weekends, and some overtime work based on the academic schedule and department needs.

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, vision, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; tuition waiver, tuition exchange for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.

The University is an Equal Opportunity Employer and encourages applications from individuals who will enhance our community and advance our Mission.