

**MINNESOTA STATE UNIVERSITY, MANKATO**  
**AFSCME JOB POSTING**

Classification  
**Account Clerk Senior**

**ANNOUNCEMENT NUMBER:** 09-1324

**OPENING DATE:** 5-16-2025

**CLOSING DATE:** 5-22-2025

In accordance with Article 12 and Appendix O of the agreement between AFSCME, Council 5 and the State of Minnesota, the following position is vacant. Only eligible employees, as defined by the provisions of Article 12, Section 6, may submit a bid for the vacancy. Please review all respective contract language to determine bid eligibility. To bid on this vacancy, you must complete a Bid Application for Vacant Position which may be obtained from the Human Resources Web page at: <https://www.mnsu.edu/hr/forms/index.php?id=ab>  
No bids shall be accepted after 4:30 p.m. on the closing date listed above. No bids will be accepted via telephone.

DEPARTMENT/WORK AREA	DAYS & HOURS OF WORK	SUPERVISOR
Student Financial Services	Monday - Friday	Trista Knoll
Work Area 10	8:00 AM - 4:30 PM	507-389-5046

**EMPLOYMENT CONDITION:** Full-Time, Unlimited

**POSITION PURPOSE:**

The Third-Party Billing Specialist is responsible for managing and processing third-party billing and payments for students. This position ensures timely and accurate invoicing, account reconciliation, and compliance with university and third-party policies while providing customer service to students and sponsors. The position will process employee tuition waivers as well as other miscellaneous waivers. Responsible for the billing and collection of tuition, fee and book charges for Post-Secondary Enrollment Options (P.S.E.O.) students. The position is responsible for review and approval of departmental charges and charge reduction requests. This position provides support by monitoring, maintaining and reconciling collections and the write off process.

The Minnesota State University, Mankato Annual Security and Fire Safety Report is available for your review. This report is required by federal law and contains policy statements and crime statistics for the University. The policy statements address the school's policies, procedures and programs concerning safety and security. Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on-campus, or in other University affiliated locations. This report is available online at <http://www.mnsu.edu/safety/>. You may also request a paper copy from University Security at 507-389-2111, or by emailing [security@mnsu.edu](mailto:security@mnsu.edu).

NOTICE: In accordance with the Minnesota State Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to Minnesota State vehicle use criteria and consent to a Motor Vehicle Records check.

Minnesota State Mankato is an Affirmative Action/Equal Opportunity University.

This document is available in alternative format to individuals with disabilities by calling Human Resources at (507) 389-2015 (V) or (800) 627-3529 (MRS/TTY).