**Finance Analyst and Loan Advisor**

**Job Summary**

As a member of the Questa Education Foundation staff the primary purpose of this position is to assist graduates through the loan repayment process and overall financials, including, but not limited to, grad compliance, loan note processing, repayment, collections, accounts receivable, accounts payable, invoicing and assisting with various monthly financials.

**Responsibilities:**

* Correspondence with graduates through the loan repayment process and compliance.
* Entry of accounts receivable of client repayment.
* Work with clients in late payment situations through letters, emails and phone correspondence.
* Create and send out quarterly invoices to repayment clients.
* Work with the collections attorney’s office on collection clients.
* Notify clients of paid in full status.
* Assist with accounts payable including loan checks.
* Create ACH batches.
* Provide partner schools with monthly or quarterly invoices.
* Create invoices for funders.
* Assist with monthly financials, 990 preparation and monthly, quarterly and annual tax obligations.
* Create and present analytical scholar reports using Power BI and Microsoft Office.
* Prepare and send scholar statements using Power BI, Excel and Word.
* Provide backup to live/work compliance.
* Ensures prompt professional communication with staff, volunteers, and graduates.
* Other duties as assigned to meet the organization's goals.

**Requirements**:

* Bachelor's degree majoring in business, finance, or related field.

**Experience:**

* Three years of experience in office management, finance, data management, knowledge of high school, or post-secondary counseling and knowledge of student loans preferred.
* Experience working with network directories and reporting software programs.
* Highly skilled at Microsoft office including expertise in excel, word, outlook, and power-point.
* Experience with QuickBooks is preferred.
* Strong customer service orientation with excellent written and oral communication skills.
* Strong time management, organizational and data management skills with great attention to detail.
* An ability to multitask and perform under tight deadlines.

**Compensation**:

Excellent benefit package includes 403b, short and long term disability insurance and other optional benefits.

Job Type: Full-time

Resumes and/or questions can be forwarded to the attention of:

info@questafoundation.org