

Coordinator, Student Life Business

FLSA Status: Non-Exempt

Pay Grade: 15

Job Title ID: 123008

Job Series/Job Family: Student Support & Success Series / Student Life Family

Reports To

Director, Student Life

Job Purpose

To coordinate and manage the financial aspects of the Office of Student Life and serve as the financial and policy expert for the Department providing financial reporting, analysis forecasting, procurement and fiscal controls.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Monitors, researches, tracks details, resolves discrepancies, and reports on invoices, purchase card transactions, advertisement sales and sponsor billing and payments, accuracy of account activity, fees, and other departmental transaction activity.
2. Conducts business processes and procedures workshops and trains staff and students in transaction processes and procedures in compliance with college rules and regulations.
3. Develops and implements reliable methods and processes ensuring transactions are properly validated, approved, recorded in a timely fashion, and include required original documentation. Ensures accurate and complete data is entered into transaction application systems. Audits transactions for accuracy and compliance.
4. Creates and maintains a check and balance system to be used for transparency for all expenditures, processing of financial transactions, balancing budgets and accounts, requiring staff and student understanding and compliance with related regulatory requirements and college practices, procedures and policies.
5. Provides thorough explanation and justification for each transaction, and resolves any questions that arise concerning a transaction prior to forwarding to the budget authority for review and approval.
6. Coordinates Student Life department business processes and transactions ensuring timely processing and compliance with related practices, processes, procedures and policies. Ensures the integrity of the financial data and that adequate financial controls exist within and among operating units and functions.
7. Uses student affairs communication system to review for accuracy and compliance budget proposals, event purchase requests and shopping lists, club expenditure proposals, and other budget request forms. Reviews event/activity planning related to expenditures and cost/revenue justifications. Meets with appropriate staff and/or students to discuss and resolve issues related to expenditure requests.
8. Negotiates and reviews all vendor purchase and subscription contracts in compliance with college policies and procedures.
9. Compiles data and reports, creates reliable, reviewable, and secure audit trails. Prepares and presents clear and concise monthly and quarterly budget, account, and financial reports. Identifies revenue/expenditure trends and any areas of concern. Prepares reports and provides presentations to Student Activity Fee Advisory Committee regarding status of budgets and proposed expenditures.
10. Ensures all new accounts, funds linkages, transfers and requests are appropriate and properly validated, approved, and documented, and reviews each transaction to ensure that all staff and/or students involved have fulfilled their responsibilities. Halts the event, transaction, purchase, or contract when the correct

procedures are not followed. Provides explanation and follow-up to students and staff when correct procedures are not followed and must be corrected.

11. Reviews contracts between the College and performing artists and vendors. Works with appropriate College departments to conduct risk assessments, verify payment eligibility and provide operational and financial oversight of expenses related to performing artists and vendors.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Financial contracts, reporting, reconciliation, and auditing processes.
- Extraction and interpretation of statistical data.
- Problem resolution techniques.
- Issues related to working with students of diverse backgrounds.
- Training and workshop techniques and methods.
- Transaction tracking and auditing on multiple accounts.
- Monitoring and tracking practices and processes used with business transactions.
- Transaction resolution techniques.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Developing and implementing secure and reliable transaction monitoring systems.
- Effectively communicating with others regarding transaction errors and omissions.
- Effectively using interpersonal and communication skills, including tact and diplomacy.
- Effectively using organizational and planning skills with exacting attention to detail and follow-through.
- Maintaining confidentiality of work related information and materials.
- Effectively coordinating detailed transaction information and status on multiple accounts and varying financial transactions.
- Work in a collaborative manner with others of diverse backgrounds, and work well independently.
- Work effectively in a shared office and somewhat noisy environment.
- Maintaining an established work schedule. Evening and weekend work is routinely required..
- Establishing a network of campus contacts to build knowledge about the job and secure support for Department needs.
- Integrating day-to-day operational knowledge and recommending effective short and long-term actions.

Computer Skills

Required

- Demonstrated proficiency at an intermediate level using standard office software applications, including spreadsheet and database programs, and automated financial systems.

Physical Requirements

Required

- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing, pulling and manual dexterity.
- Work is routinely performed in a shared office environment.
- Occasional lifting of objects up to 10 pounds

Work Experience

Required

- Two years related work experience.

Preferred

- More than two years related work experience including accounting, bookkeeping, account reconciliation, or other related experience involving tracking and reconciliation of high volume financial transactions.

Education

Required

- **Bachelor's degree.**

Other

Preferred

- Reliable transportation for local Austin area travel.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.