

Director, Student Accounts

FLSA Status: Exempt

Pay Grade: 26

Job Title ID: 16501

Job Series/Job Family: Business Services Series / Student Accounts Family

Reports To

AVP, Finance & Budget

Job Purpose

To direct and manage the operation of the Cashier and Student Accounting departments; oversee and enforce internal financial controls for the enrollment process.

Description of Duties and Tasks

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

Required

1. Directs and monitors the operation of the cashier and student accounting departments; ensuring the efficiency and integrity of College accounting services.
2. Implements the cash management programs as set out in Board policy; records investment entries to the general ledger; updates computer schedules; reconciles accounts.
3. Directs and manages the accounting for the revenues of the College which include property taxes as levied by the Board of Trustees, tuition and fees, interest, statement appropriations, and other sources of revenue.
4. Prepares, reviews, and distributes daily cash balances report and other reports for internal and external use.
5. Prepares the TPEG set aside calculation each semester and makes appropriate recording entries.
6. Assists students with special payment problems. Reviews uncollectible accounts and records as bad debt.
7. Hires, supervises, trains, and evaluates cashier and student accounting staff.
8. Coordinates with staff and other departments regarding efficient, accurate processing of data and resolution of problems.
9. Reviews general ledger accounts for accuracy to facilitate year end audit activities; prepares audit schedules at fiscal year end.
10. Prepares and approves journal entries by staff for banks, financial aid accounts or other types of accounts.

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

- Accounting, auditing, and budgets.
- State and federal laws and regulations relating to higher education financial management.
- Supervisory principles, practices, and methods.
- Mainframe systems.

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

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.

- Effectively using organizational and planning skills with attention to detail and follow through.
- Preparing budgets and monitoring the disbursement of funds.
- Effectively supervising, leading, and delegating tasks and authority.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

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

Work Experience

Required

- Three years related work experience, including cash management and supervisory work experience.

Preferred

- Two years related work experience in a college or university.

Education

Required

- Bachelor's degree in accounting, finance or business management.

Preferred

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Other

Preferred

- Knowledge of Datatel accounting systems and/or fund accounting.

Safety

Required

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.