Supervisor, Account Analysis

FLSA Status: Exempt
Pay Grade: 19
Job Title ID: 16503
Job Series/Job Family: Business Services Series / Student Accounts Family

Reports To

Director, Student Accounts

Job Purpose

To supervise the student account analysis department in reviewing all registration billing for accuracy.

Description of Duties and Tasks

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

Required

1. Corrects billing discrepancies by working with admissions, information technology and Datatel to correct a student's account.
2. Builds registration billing tables to bill students when they register.
3. Tests patches delivered by Datatel that affects billing, including patches for admissions and financial Aid departments.
4. Tests the system to bill students according to Board mandates.
5. Reviews reports from post registration process for accuracy.
6. Reviews waivers for eligibility and accuracy.
7. Checks billing for accuracy.
8. Responds to questions and/or concerns from students and staff.

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

- Principles and practices of accounting and student accounting.
- Data analysis techniques and strategies.
- Mainframe systems.
- Supervisory principles, practices, and methods.

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.
- Performing complex financial analysis.
- Supervising and coordinating the activities of subordinate personnel.
- 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
- Two years related work experience, including one year of supervisory work experience.

Education
Required
- Bachelor's degree with a minimum of 12 semester hours in accounting.

Other
Preferred
- Knowledge of ACC Administrative Rules, Policies and Procedures and/or Datatel.

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.