

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: DIRECTOR - STUDENT ACCOUNTS

PAY GRADE: P-13

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

This is professional work with college-wide responsibility in the financial administration for the College. This position is responsible for directing the activities, supervision and evaluation of student account and cashiering operations maintaining the integrity of the College's accounting operations, preparing detailed worksheet analysis, developing accounting treatment documentation and preparing internal control procedures related to financial operations.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Bachelor's degree from a regionally accredited institution of higher education required.
2. Years of Experience in field: Four (4) years accounting experience or student accounts related field required with one year being in government accounting preferred.
3. Special skills or abilities related to position: Knowledge of student accounts related transactions such as financial aid, admissions and records, and enrollment services. Knowledge of government accounting, auditing and expenditure control systems and procedures. Knowledge of IRS regulations, Florida Statutes, GASB and NACUBO standards. Strong supervisory experience and skill. Knowledge of the applicable laws, regulations, procedures and processes governing the receipt, custody and expenditure of monies.

Ability to exercise independent judgment. Ability to solve complex problems. Attentiveness to detail is essential. Ability to deal effectively with the public.

ESSENTIAL JOB FUNCTIONS:

1. Supervises the cashiering manager and cashiering functions and all other relevant duties as required.

ESSENTIAL JOB FUNCTIONS (Continued):

2. Coordinate and oversee all activities associated with the student receivable system, including billing, collections, write-offs, registration, account reconciliations, etc.
3. Provide leadership in short-term and long-term planning for the department.
4. Stay informed about changes in federal and state regulations to make sure the College stays in compliance.
5. Responsible for managing multiple special projects through use of diverse resources. Monitoring of financial resources.
6. Works closely with the offices of Admissions, Registrar, Financial Aid, and Student Affairs to reconcile any discrepancies in the student accounts.
7. Oversee the student billing process and maintain updates to all tuition and fees authorized within the billing system.
8. Prepares and reconciles account receivables trial balance.
9. Prepares and reconciles student financial aid transactions.
10. Ability to deal with many different customer situations resolving their issues in a professional manner.
11. Other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to access input and retrieve information from a computer.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Building 5, Ocala Campus

SUPERVISOR OF POSITION: Assistant Vice President of Finance