

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: DIRECTOR - STUDENT ACCOUNTS

PAY GRADE: P-4

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.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

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 years' accounting experience or student accounts related field required with one year being in government accounting preferred.

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.
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. Prepare and reconcile account receivables trial balance.
9. Prepare and reconcile 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.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

ENVIRONMENTAL CONDITIONS (CONTINUED):

(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 for Finance