



Position Title:	Director, Student Financial Services		
Reports To:	AVP Business Affairs		
Department:	Student Financial Services	Job Code:	0122-00E
Prepared By/Date:	Jennifer C. Brito/06-5-2009	Job Group:	PEC
Approved By/Date:	Carmen Salazar/07-14-2011	Salary Grade:	18
Revised:	Donna French/06-28-2011	FLSA Status:	Exempt

Summary:

This position is responsible and accountable for development, maintenance, and execution of the Credit and Collection modules of the ERP (Odyssey) system in conjunction with Federal Aid and Foundation systems. Ensures accurate recording of all students' accounting activity including collection of all accounts receivables and accurate and timely reporting to Federal/State and Board of Trustees of students' financial transactions. Prepares budgets and the appropriate reporting and reconciliation of all institutional financial and funds including Federal Perkins loans.

Essential Duties and Responsibilities:

- Supervises, trains, and oversees operational work flow for over 25 staff employees
- Manages, plans, directs and supervises the College's automated and manual student accounts receivable and accounts payable processes
- Analyzes, evaluates, and implements internal processes that comply with current federal and state regulations to maximize collection returns
- Analyzes, audits, reconciles, and reports accounting for over \$150 million in College-wide budget activities
- Manages departmental budget in excess of \$1 million
- Manages, plans, directs and supervises the collection of Federal Perkins Loan and Nursing Loan Programs
- Develops, manages, plans, directs and supervises the calculation and collection of Federal Return of Title IV funds
- Sets goals, creates work assignments, and reviews results to ensure regulatory compliance to minimize and/or eliminate audit findings
- Prepares and maintains departmental user and system manuals
- Analyzes, tests, and implements in conjunction with IT, the College's student financial services system modules, enhancements and interfaces
- Hires, manages, directs, and supervises the collection agencies used by the College
- Monitors accounts receivable collection returns and expenses and implements solutions for improved recovery of funds due the College
- Monitors and reconciles Foundation Scholarship donor student expenses with Foundation accounting system
- Designs, implements, provides training in, and maintains Odyssey financial processes (including third party contracts)
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of College's educational philosophy and top management administrative practices, policies and procedures
- Possess superior organizational, supervisory, decision-making, delegation and budgetary skills to effectively accomplish the purpose, goals and objectives of the department
- Ability to analyze and interpret Federal and State regulations, professional and technical journals, financial reports and legal documents

- Ability to reason and make sound judgments on how responsibilities are completed in compliance with College standards and guidelines and Federal and State regulations
- Knowledge of collection practices and procedures
- Skill in the use of Microsoft software and database related software applications
- Ability to provide employee development and performance management skills
- Ability to supervise and train employees, to include organizing, prioritizing and scheduling work assignments
- Ability to keep complex records, to assemble, organize and interpret data
- Ability to communicate effectively, both orally and in writing
- Ability to develop, plan, and implement short- and long-range goals
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

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.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master’s degree with a major in Business Administration, Accounting, Finance or related field and five (5) years of progressively responsible work experience; or a Bachelor’s degree in related field and nine (9) years of work experience

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name