



**Position Title:** Accounts Services Supervisor, Auxiliary Services  
**Reports To:** Director  
**Department:** Auxiliary Services  
**Prepared By/Date:** Jennifer C. Brito/05-26-2009  
**Approved By/Date:** Christopher Starling/11-28-2011  
**Revised:** Donna French/11-28-2011

**Job Code:** 3401  
**Job Group:** PENC  
**Salary Grade:** 14  
**FLSA Status:** Exempt

**Summary:**

This position involves diversified managerial and accounting responsibilities under the supervision of the Director of Auxiliary Services.

**Essential Duties and Responsibilities:**

- Manages receipt and deposit of contact operation revenue checks
- Manages the process of financial aid book loans
- Supervises the office staff and departmental payroll reporting
- Responds to customer service calls and visits regarding all contracted services
- Manages and maintains an exact schedule for the purchase, distribution, control and accounting of the College Metro pass sales program
- Manages collection and deposit of cash from debit card dispensing machines
- Records and reports sale of products that are developed and directly sold by Auxiliary Services and by contracted marketing agents
- Manages accounts receivable activity, including preparation and issuance of invoices, monthly statements, collection activities, and coordination with various outside vendors and agencies
- Coordinates equipment repairs for the College cafeterias
- Assists with the development of the annual budget for all activities reporting to Auxiliary Services Administration
- Performs other duties as assigned

**Knowledge, Skills and Abilities:**

- Knowledge and expertise in institutional fund accounting
- Knowledge of retail sales, cash management, budgeting, accounts payable, accounts receivable functions, and commercial food service operations and customer service
- Highly skilled in the use of Microsoft Office computer applications and the ability to learn a variety of mainframe computer applications
- Ability to originate technically detailed business letters and memoranda with excellent knowledge of standard English
- Possess good organizational, supervisory, and computation skills
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Ability to work effectively 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 moderate.

**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:**

Non-Essential

**Minimum Requirements:**

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

- Bachelor’s degree with major in Business Administration, Accounting, Finance or related field and five (5) years of progressively responsible work experience in government fund accounting

**ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name