AUBURN
Human Resources

Asst Dir, Student Financial Services-Billing

Job Description

JOB INFORMATION

Job Code	KB02
Job Description Title	Asst Dir, Student Financial Services-Billing
Pay Grade	FO11
Range Minimum	$66,140
33rd %	$83,770
Range Midpoint	$92,590
67th %	$101,410
Range Maximum	$119,050
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	8/13/2021

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Student Financial Services

JOB SUMMARY

Under minimum supervision, this position assists the Director, Student Financial Services to manage, oversee, and leads the sections of Student Financial Services responsible for student billing and receivables, collections, cashiering.

RESPONSIBILITIES

- Manages and maintains the Student Account Receivables module within the Banner information system to accurately assess tuition and fees. Supervises and directs the activities of employees in Student Financial Services, particularly in Billing and Receivables, Collections, Cashiering, and Institutional Student Loans.
- Monitors and oversees multiple payment systems set up to interface with the Banner Student Account Receivable module as they relate to revenue collection.
- Oversees and ensures accurate billing and refund processes, as well as all required reporting functions.
- Ensures Graduate Fellowship Tuition Waiver Policy is monitored and applied for the benefit of qualifying graduate students and that limitations and restrictions are enforced.
- Coordinates efforts and communications between the Office of Student Financial Services, OIT, and software vendors as they relate to meeting the needs of campus constituents through effective system process and report design.
- Serves as liaison to departments and users regarding training and centralized billing.
- Develops and implements new system processes as dictated by changes in University and government policies and regulations.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	in Business, Management, Finance, Accounting, or related field	and	5 years of	progressively responsible experience in Higher Education, Information Technology, Business Billing, Receivables, or related field. Must have one (1) year experience directly supervising full-time employees.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Requires in-depth knowledge of Federal and State regulations, policies and procedures relating to awarding and administering financial aid.	
Requires in-depth knowledge of the institutional and board policies relevant to admissions, registration, and student accounts receivable.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching					X	
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.