



**JOB INFORMATION**

|                         |                              |
|-------------------------|------------------------------|
| Job Code                | DF03B                        |
| Job Description Title   | Coord II, Billing/Receivable |
| Pay Grade               | FO06                         |
| Range Minimum           | \$39,130                     |
| 33rd %                  | \$45,650                     |
| Range Midpoint          | \$48,910                     |
| 67th %                  | \$52,170                     |
| Range Maximum           | \$58,700                     |
| Exemption Status        | Non-Exempt                   |
| Approved Date:          | 3/25/2021 3:53:42 PM         |
| Legacy Date Last Edited | 1/3/2012                     |

**JOB FAMILY AND FUNCTION**

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

**JOB SUMMARY**

Performs financial and administrative tasks related to billing and receivables.

**RESPONSIBILITIES**

- Maintains and balances billing/receivables system and accounts.
- Generates, reviews, analyzes, reconciles and processes reports and accounts.
- Responds to questions regarding entries in the billing system.
- Coordinates with other University offices to obtain listings of student transactions to be entered into the Billing/Receivables system.
- Oversees the Direct Deposit of student funds, which may include (but not limited too) correcting errors and responding to refund questions.
- Monitors and reports errors in the student Billing/Receivables system.
- Assists the Billing/Receivable Manager with schedule cancellations and clearances.

**SUPERVISORY RESPONSIBILITIES**

|                            |   |
|----------------------------|---|
| Supervisory Responsibility | May supervise employees but supervision is not the main focus of the job. |
|----------------------------|---|

**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 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  |  |
|-----------------|-----------------------------------|-----|---------------------|--|--|
| High School     | High School Diploma or equivalent | And | 6 years of          | Experience in financial support services. Experience must include at |  |

## MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | Years of Experience | Focus of Experience                                 |
|-----------------|--------------------|---------------------|---|
|                 |                    |                     | least 2 years at the preceding level or equivalent. |

Substitutions Allowed for Experience: Yes

*Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.*

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of extensive body or rules, precedents, procedures applicable to administrative support work.

## MINIMUM LICENSES & CERTIFICATIONS

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

## 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      |              |            |            |
| Noise             |       |        | X            |            |            |
| Hazards           |       | X      |              |            |            |

## WORKING ENVIRONMENT

| Working Condition      | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Temperature Change     |       | X      |              |            |            |
| Atmospheric Conditions |       | X      |              |            |            |
| Vibration              |       | X      |              |            |            |

### **Vision Requirements:**

Ability to see information in print and/or electronically.