
Auburn University Job Description

Job Title: **Mgr, Billing and Receivables**

Job Family: No Family

Job Code: **KA23**

Grade 34: \$45,100 - \$75,100

FLSA status: Exempt

Job Summary

Oversees and manages the operations of the student receivables and e-bill systems.

Essential Functions

1. Plans and coordinates systems software development and enhancement and requests programming changes for problem resolution.
2. Oversees the reconciliation of the centralized billing system.
3. Prepares and maintains billing and receivable records to include processing schedules, tuition tables, and other student fees.
4. Acts as liaison with other University computing and financial information systems offices to ensure error free billing and payment recording.
5. Coordinates the setup necessary to allow other university departments to bill specified charges to the appropriate students.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Accounting, Finance or related field
Experience (yrs.)	5	Experience in the coordination of billing and receivable services

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions 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 Required Knowledge

Knowledge of accounting practices needed to manage payables and receivables.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, and lifting up to 10 pounds.

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

Date: 1/4/2012
