Auburn University Job Description

Job Title: Asst Dir, Stu Fin Svc-Billing
Job Code: KB02
FLSA status: Exempt

Job Summary
Manages, oversees, and leads the sections of Student Financial Services responsible for billing, collections, cashiering, and student loans.

Essential Functions

1. Manages and maintains the Student Account Receivables module within the Banner information system to include, but not limited to, serves as local security administrator, coordinates the testing and implementation of system upgrades and patches, and researches and implements Banner best practices.
2. Monitors and oversees multiple payment systems set up to interface with the Banner Student Account Receivable module as they relate to revenue collection.
3. Oversees and ensures accurate billing and refund processes, as well as all required reporting functions.
4. Serves as liaison to departments and users regarding training and centralized billing.
5. Develops and implements new system processes as dictated by changes in University and government policies and regulations.
6. 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.
7. May request funds from the U.S. Department of Education.

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

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<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td>Degree in Business, Management, Finance, Accounting, or related field</td>
<td>Four-year college degree</td>
<td>Knowledge of accounting and budget principles, applicable student financial aid policies and programs, and current industry IT software, hardware, and programs</td>
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| Experience (yrs.) | 5 | Experience in information technology administration as it relates to student financial billing |

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 and budget principles, applicable student financial aid policies and programs, and current industry IT software, hardware, and programs

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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

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: 3/21/2012