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## Auburn University Job Description

Job Title: **Assoc Dir, Student Finl Svcs**

Job Family: No Family

Job Code: **KB02**

Grade 35: \$50,900 - \$84,800

FLSA status: Exempt

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### Job Summary

Oversees and audits the financial accounting system of all funds coming into the University.

### Essential Functions

1. Coordinates the activities of the cashier section of the student financial services and student financial aid as well as oversees the receipt, booking, and deposit of all funds flowing into the University.
2. Manages and trains collection staff in the collection of delinquent student accounts and returned checks.
3. Oversees the receipt, booking, and reporting of collections of student receivables maintained by the Bursar's office.
4. Reconciles the daily ACH activity at the bank and directs the booking of ACH payments into the proper accounts.
5. Maintains detailed records concerning direct lending outside student loans.

### 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>
<b>Education</b>	Four-year college degree	Degree in Business, Management, Finance, Accounting, or related field
<b>Experience (yrs.)</b>	5	Experience in overseeing the collection of funds for a university

#### 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, practices, and the analysis of financial data. Knowledge of Fair Debt Reporting Act and federal regulations concerning direct lending and loan policy.

#### Certification or Licensure Requirements

None Required.

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### 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, talking, hearing, handling objects with hands.

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 100 pounds.

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

Date: 12/16/2011

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