
Auburn University Job Description

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|--------------|--------------------------------------|-------------|---------------------|
| Job Title: | Asst Dir, Stu Fin Svc-Billing | Job Family: | No Family |
| Job Code: | KB02 | Grade 35: | \$51,900 - \$86,400 |
| FLSA status: | Exempt | | |

Job Summary

Under minimum supervision, 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 accurately assess tuition and fees. Supervises and directs the activities of employees in Student Financial Services, particularly in Billing, Collections, Cashiering, and Institutional Student Loans.
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. Ensures Graduate Fellowship Tuition Waiver Policy is monitored and applied for the benefit of qualifying graduate students and that limitations and restrictions are enforced.
5. 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.
6. Serves as liaison to departments and users regarding training and centralized billing.
7. Develops and implements new system processes as dictated by changes in University and government policies and regulations.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

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 Business, Management, Finance, Accounting, or related field |
| Experience (yrs.) | 5 | Five (5) years progressively responsible student financial aid experience in which 2 years include managing an administrative function. Must have one (1) year experience directly supervising full-time employees. |

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

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.

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: 5/2/2018
