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## Auburn University Job Description

Job Title: **Mgr, Student Billing Services**

Job Family: No Family

Job Code: **KB08**

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

FLSA status: Exempt

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### Job Summary

Manages the Billing Services and Cashiering area of Student Financial Services.

### Essential Functions

1. Coordinates the receiving and reporting of all revenues and income within Student Financial Services.
2. Recommends, conducts bookings, and verifies banking transfers involving university chart of accounts.
3. Reviews account reconciliations and ensures corrections are made and documented.
4. Oversees auditing, verifying, and depositing of billing and receivables involving student accounts and university departments.
5. Oversees the booking and batching of student financial documents.

### 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 billing and cashiering services

### Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

### 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 principles and practices.

### 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 10 pounds.

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

Date: 1/5/2012

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