

**TEXAS STATE TECHNICAL COLLEGE
JOB DESCRIPTION**

Title: Supervisor of Accounting (Student Receivables)
Reports To: Chief Financial Officer
Position Code: SACC
Department: Controller/Business Office
EEO Type: PR

Effective Date: 07-28-93
Revision Date: 01-30-04
Pay Grade: G
FLSA: Exempt
ORP Elig: N

A. General Description:

Supervisor of Accounting is responsible for the effective management and control of the general accounting function at the campus level. Counsels and oversees the campus in problem solving in financial related matters.

B. Duties and Responsibilities:

a. Essential Functions

Supervises department personnel

Assist students with their accounts

Maintain the Student Receivable web page.

Review and maintain consistent billing of all student receivables.

Maintain polices and procedures current.

Maintains appropriate control over state funds and insures that receipts and disbursements are accounted for.

Monitors and evaluates the performance of subordinates within established policy and guidelines.

Process refunds via direct deposit to students' accounts.

Assist in the student registration set up.

Assist with the registration process.

Record and transfer GSL monies received/returned from the Federal Account to the Operating Account

Assist with the set up of the Account Receivable Calendar Due Dates.

Process Deregistration of Students for unpaid accounts

Performs or assists in the preparation of financial reports as appropriate to the overall function of the department and campus.

Interacts with the State Comptroller's office, Business office and systems financial staff in resolving questions and problems in the processing of financial transactions and/or completing any special reports that are required in the financial area.

Directs the maintenance of appropriate records to support the department's functions and to permit auditing of transactions by State Auditors.

Maintain the Students' hold flags.

b. Other Responsibilities

Performs other duties as assigned.

C. Working Conditions:

Sedentary: Desk work; occasional field trips e.g. for College or program activities. Insignificant effort other than normal movement. Minimal Hazard/Exposure: Standard office setting. At least minimal environmental controls to assure health and comfort.

D. Required Qualifications:

Good communications skills. Must be computer literate. Working knowledge of State legal statutes and policies and procedures as they affect the financial record keeping function.

E. Minimum Requirements of Education and Experience:

Bachelor's Degree in Accounting from an accredited college or university.

Prefer Certified Public Accountant or Master in Business Administration.

Three years work experience in accounting. Prefer candidate with prior State and supervision experience.

Approved _____
Supervisor