

STUDENT FEES SUPERVISOR**DEFINITION**

Responsible for operational functions of the Student Fees Accounting Unit including additional staffing and tuition accountability during student registration. Maintains and prepares a variety of financial control records and reports. Schedule and delegate work; answer inquiries and resolve problems for administrators, staff, students and the public. Oversee reconciliation of receipts from tuition and various departments. Maintains and performs analysis duties on automated student fee collection system.

DISTINGUISHING CHARACTERISTICS

A Student Fees Supervisor is responsible for the overall operational functioning of the Student Fees Accounting Unit and accurate accountability of District Funds.

A Student Fees Assistant Technician performs accounting and clerical duties involved in the collection of fees and disbursement of checks directly or indirectly related to student enrollment. Accepts, verifies, deposits, and records monies from various college departments.

SUPERVISION RECEIVED AND EXERCISED

General supervision is received from the Controller.

Supervision is exercised over Student Fees Unit staff.

EXAMPLES OF DUTIES

Perform automated system analysis related to enrollment fees; specify departmental modifications; generate reports.

Prepare appropriate student's financial assistance documentation; responsible for District status reports related to student financial assistance programs.

Reconcile disputed payments with credit card processors.

Monitor student accounts to generate billing notices; establish and approve alternative student's payment options.

Develop student deferment eligibility; set-up payment plans if necessary; grant deferments.

EXAMPLES OF DUTIES (continued)

Audit and insure all student accounts are updated.

Establish and maintain control over the safeguarding of fees collected.

Analyze and recommend policy changes in accordance with state and District guidelines.

Coordinate communication with college departments involved in student fee collection and/or check disbursement.

Balance International student (F-1) insurance payments, prepare required financial reports.

Plan and organize procedures and work schedules; distribute and delegate work to staff.

Supervise and insure the accuracy of all accounting functions and reconciliations including fee payments, financial and check disbursement, deferments, refunds, and other cash receipts.

Interface with programmers in ITS to resolve software problems, make suggestions to update or modify existing programs related to Student Fees statistics.

Evaluates, assigns, and trains subordinate staff and determines staffing needs.

May perform duties of the Student Fees Assistant Technician and other related duties as required.

QUALIFICATIONS

Knowledge of:

Accounting procedures including audit and reconciliation.

Effective supervisory methods facilitating accuracy, accountability, and a cooperative work environment.

Various computer software programs.

Credit cards and processor contact procedures.

Problem resolution techniques and dynamics.

Financial student assistance programs.

QUALIFICATIONS (continued)

Federal, State, County, Ed code, District policy, rules and regulations related to student fees collection and disbursement.

Registration, collections, balancing and deposit of funds.

Effective written and oral communication working with diverse student population.

Computer on-line data entry.

Ability to:

Handle multiple priorities; insure accounting accuracy.

Communicate effectively with students, staff, and public in multi-cultural environment.

Prepare financial reports and perform statistical analysis; be responsible for cash collection and deposits.

Provide effective staff supervision, schedule, delegate and monitor workflow.

Work in an educational environment assisting students.

Interact with various departmental administrators including ITS programmers.

EMPLOYMENT STANDARDS

Minimum Requirements:

An A.A. degree in accounting from an accredited college, and six years of responsible accounting clerical experience. Four years of additional education in accounting may be substituted for experience or any combination of education and experience that would provide the minimum requirements to perform the duties.

Desirable Requirements:

Experience in school or college accounting.