

STUDENT FEES TECHNICIAN

DEFINITION

Oversees the technical functions of the Student Fees Office, including accounting clerical work required for the collection, banking, refunding, and monitoring of payment of student fees. Maintains, and reconciles account balances, prepares financial reports and analyzes and examines data.

DISTINGUISHING CHARACTERISTICS

A Student Fees Technician uses independent judgment in overseeing the functional operation to ensure optimum service to students, and providing timely and appropriate payment of fees to the District. Positions in this class provide training and work direction to clerical/accounting staff.

An Accounting Technician performs technical duties involved in the maintenance of district accounting systems and related financial records. Work direction is provided to clerical and technical accounting personnel.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by the District Accountant.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

EXAMPLES OF DUTIES

Determines and confirms the number of units and/or courses requested, and the correct amount to be paid by the students.

Reviews refund applications, determines and ascertain the number of units/classes and the amount of refund and processes payment.

Collects required fees, enters payment into computer and issues receipts as required.

Collects NSF (non-sufficient funds) checks by notifying student and requesting payment.

Provides consistent follow-up to obtain payment, and develops procedures and controls to facilitate collection before student receiving transcripts or grades.

Sorts and counts money, makes bank deposits, and writes checks.

Maintains records for deferred student accounts and monitors account for timely and appropriate payment. Checks records to determine method of payment and due date. Processes student deferment agreements and student refunds from overpayment.

Supervises monthly distribution of student checks, such as financial aid; Pell; SEOG; Work Study; Cal Grant & others.

Coordinates with other departments regarding students receivables to ensure collections.

Ensures that all foreign students are covered by health insurance. Balances insurance roster with the general ledger.

EXAMPLES OF DUTIES (continued)

Notifies agencies for collection of student fees, i.e., U.S. Army, Department of Rehabilitation, foreign country Embassies.

Totals and balances all student fees received; determines appropriate income account for each amount received, issues receipts, prepares bank deposits, enters transaction in the computer when necessary and transmits transactions to District Accountant.

Reviews, audits, prepares and maintains records and reports related to collection, refunds and deferment of student fees.

Assists students having difficulty regarding payment problems.

Selects, trains, evaluates and maintains schedules of student workers.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Methods, practices, and terminology used in accounting and/or bookkeeping and financial recordkeeping.

Statistical and arithmetic presentation of data.

Lotus 123 and related software programs.

Modern office practice, procedures and equipment.

Ability to:

Perform responsible accounting work requiring use of independent judgment and initiative.

Read, interpret, and explain laws, rules and regulations.

Prepare accurate financial and statistical reports and maintain records.

Interact diplomatically and cooperatively with students, staff and the public.

Communicate clearly and concisely, orally and in writing.

Make arithmetic calculations with speed and accuracy.

Operate a computer terminal and other office equipment.

Interview, train, and provide work direction to student workers.

EMPLOYMENT STANDARDS

Minimum Qualifications:

A combination of education and experience equivalent to an Associate's degree in Accounting from an accredited college or university, and five years of responsible accounting clerical experience.

EMPLOYMENT STANDARDS (continued)

Desirable:

Experience in school or college accounting.