

STUDENT FEES ASSISTANT TECHNICIAN

DEFINITION

Performs accounting clerical work required for student fee collection, registration, check disbursement, and accounts receivable. Maintains and balances student accounts and cash receipts. Assists in maintaining and preparing a variety of financial control records and reports.

DISTINGUISHING CHARACTERISTICS

A Student Fees Assistant Technician performs duties involved in the collection of fees and disbursement of checks directly or indirectly related to student enrollment. Answers questions and processes requests related to student registration. Enters data in computerized system and generates departmental reports.

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.

An Accounting Technician performs technical duties involved in the maintenance of district accounting systems and related financial records.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by a classified manager.

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

EXAMPLES OF DUTIES

Assists students with inquiries, form completion, and registration payment requirements.

Accepts, adjusts, and balances payments for registration (cash, check, credit cards).

Accepts, verifies, deposits, and records monies from various college departments.

Inputs information for student refunds using proper account for refund distribution; input financial aid check cancellations, pay fees and deferments.

Insures accuracy of all payments, or records and makes recommendation for adjustments.

Distributes College Work Study checks verifying payment eligibility.

Distributes financial aid checks balancing with Financial Aid Official Records.

Processes requests for duplicate payment of lost checks with L.A. County.

Implements policy facilitating collections of NSF (non-sufficient funds) checks.

EXAMPLES OF DUTIES (continued)

Implements policy identifying students receiving Department of Rehabilitation Benefits and follow-up with collection of fees.

Sorts and counts monies received including preparation of bank deposit.

Receives and processes information from Admissions & Records reports related to class cancellations and administrative drop to determine refund eligibility.

Orders reports from Data Processing to determine student grant eligibility, accounts receivable, and audit trail.

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

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

General accounting principles.

Gathers, assembles, tabulates, checks, and files financial data.

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:

Operate a computer terminal, typewriter, calculator.

Apply rules, regulations, laws, and policy related to accounting duties.

Interact with the public sector demonstrating a professional approach to problem solving.

Focus and concentrate in a service-oriented environment.

Meet rigid deadlines and deal effectively with students and District personnel.

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

EMPLOYMENT STANDARDS

Minimum Qualifications:

Three years of increasingly responsible accounting experience, involving a computerized accounting system, working with financial and/or statistical records.

10 units of classes in bookkeeping and/or accounting.

Desirable Requirements:

Experience in school or college accounting.