Director, Student Business Services

Job Code 50010482

General Description
Responsible for directing the operations of the cashiering and collections functions including deposit of all university income, assessment and collection of student tuition and fees.

Examples of Duties
Supervise staff, assign work projects, monitor progress, review and evaluate results.
Prepare and monitor office budget.
Coordinate the preparation of the academic calendar.
Prepare and distribute SARS calendar.
Update SARS tables including all fee tables.
Interpret laws and regulations relating to tuition, fees, and other payment methods.
Prepare and review service requests
Review and revise university publications including the schedule of classes, undergraduate and graduate catalogs and other documents.
Oversee cashier’s office and collections office operations.
Authorize advance of university petty cash for purchases and review monthly reconciliation.
Review and sign club accounts checks and tuition exemption and waiver forms and billings.
Advise managers regarding cash controls.
Respond to inquiries and provide information to faculty, staff and students.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Fund accounting principles and reporting requirements for colleges and universities, audit controls, personal computers, related software, and mainframe operations.

Skill in: Preparing correspondence and forms, effectively directing the work of others, working as a team member, establishing rapport, analyzing and resolving problems, interpreting laws and statutes, providing solutions.
Ability to: Interpret, analyze and apply policies, reports, laws, state rules, TSUS and university policies, procedures, perform complex math, communicate with faculty, staff and students, supervise staff.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements