Assistant Director, SBS

Job Code 50012083

General Description

Responsible for professional accounting work; developing non-standard financial reports and statements, researching information needs, reviewing account reports as well as systems and providing assistance to the Director of Student Business Services (SBS).

Example of Duties

Advise and evaluate staff performance in work projects.
Prepare journal entries and reconciliations.
Prepare complex financial statements &/or reports.
Read and interpret laws, regulations, and policies and procedures for compliance.
Provide assistance to SBS/GAO staff and others.
Analyze and make recommendations of financial data and reports.
Oversee TA process and insure TA billings are processed and maintained.
Act in absence on Director of SBS.
Perform other duties as assigned.

Knowledge, Skill and Abilities

Knowledge of: fund accounting principles; fee assessment, reporting, accounts receivable and auditing standards; accounting related software including Excel spreadsheets, Word, and Access database.

Skill in: analyzing financial reports and making effective recommendations, interacting with other accountants and improving office processes and operations.
Ability to: identify problems and develop solutions; interpret laws, policies and reports; apply professional accounting principles; use valuable communication skills and demonstrate concise writing skills.

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