

Associate Director, Student Business Services

Job Code 50023421

General Description

Assist in the management of the Office of Student Business Services by supervising staff, providing reports to management, and providing technical assistance to resolve complex issues.

Examples of Duties

Analyze complex financial data and reports; prepare summaries or dashboards for management. Perform research, provide information, generate ad hoc queries, serve as SBS representative on committees, and assist with special projects and other duties as assigned.

Supervise Accountants and Disbursement Specialist.

Provide technical assistance to resolve complex problems for SBS/GAO staff and others.

Oversee department journal entries and reconciliations.

Oversee process for all refund disbursements and ensure refund compliance and proper reconciliation.

Acts in absence of Director of Student Business Services.

Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: University policies and procedures and Board of Regents rules; faculty and staff rules and regulations; fund accounting principles and reporting requirements for college and universities; generally accepted accounting principles and auditing standards; state and federal regulations and laws related to grants, loans and higher education

Skill in: Preparing clear, concise, and complete reports; establishing rapport with other accountants and staff, coordinating effective management of projects; operating a personal computer and related software.

Ability to: Read and interpret manuals and understand university policy and procedures; perform advanced math related to accounting principles; delegate responsibilities to others; interpret research & retention documents.

Educational Experience

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