Student Business Specialist

Job Code 50018638

General Description
Responsible for designing, developing, implementing, enhancing and supporting SIS related systems.

Examples of Duties
Research, test, document and review related systems.
Reconcile SIS and Accounting system receipts and reports to Texas State monies, and transfer Texas State monies among appropriate bank and state accounts.
Research complex problems, perform complex financial review, and assist with research projects.
Prepare daily cash blotter.
Research and document discrepancies.
Record cash blotter checks.
Complete transfers of monies among university bank accounts.
Review and revise cash blotter methodology, layout, and procedures.
Provide technical assistance to resolve complex problems for SBS/GAO staff and others.
Provide ongoing enhancement and support of AR and related third party systems and interfaces.
Manage Banner and TouchNet and provide assistance to managers of other 3rd party systems.
Provide and gather information for expanding e-payments to other campus departments.
Assist with the set up and maintenance of the E-commerce merchant websites.
Training and maintenance of Touchnet Marketplace.
Perform other duties as assigned.

Knowledge, Skills and Abilities
Knowledge of: a variety of commercial software, including databases, word processors, email, and other specialized software, generally accepted accounting principles, college and university fund accounting, record keeping, balancing, cash handling, and audit procedures.

Skill in: completing forms, reports, interacting with others, prioritizing workload, organization and planning, discretion.

Ability to: understand written instruction, perform intermediate math, resolve problems, delegate and assign duties, identify and correct discrepancies/errors, analyze problems and provide solutions.

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