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**

Reviewed on 5/17