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**