

## Finance Job Function

### Student Financial Services Administrator III

Grade: 57

Job Code: F1657P

Job Family: Student Financial Services

Job Family Matrix: [Student Financial Services \(Finance\) Matrix](#)

#### Summary

Administer operational activities related to Student Information Systems (SIS).

#### Core Duties

- Evaluate SIS workflows and processes, recommend improvements
- Work collaboratively with all areas throughout the University that send and receive student financial data
- Monitor service levels, address areas of concern
- Manage ongoing relationships with external vendors to ensure the organization receives satisfactory standards of service
- Create and maintain SIS training materials; act as a resource to school/unit staff
- Develop and distribute communications to internal and external constituencies
- May provide training to clients and staff
- May be responsible for electronic billing and federally mandated tax reporting
- Ensure financial compliance with University policies and procedures and applicable legal rules and regulations with focus on those pertaining to student financial services

#### Basic Qualifications

- Bachelor's degree or equivalent work experience required
- Minimum of 5 years' relevant work experience

#### Additional Qualifications and Skills

- Knowledge of Microsoft Office Suite, intermediate excel skills
- Knowledge of basic financial principles
- Knowledge of SIS
- Demonstrated experience with Financial systems and data query tool

#### Certificates and Licenses

#### Physical Requirements

#### Working Conditions

- Work is performed in an office setting