

Finance Job Function

Student Financial Services Mgt II

Grade: 56

Job Code: F1656M

Job Family: Student Financial Services

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

Summary

Supervise staff and ensure compliance with student loan program regulations and departmental policies.

Core Duties

- Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Assist in developing departmental financial policies and procedures
- Oversee loan system and general ledger balances
- Participate in budget preparation and review
- Collaborate with the department's leadership and managers on student financial operations
- Assist in developing communication related to collections and loans
- 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 3 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
- Supervisory Experience

Certificates and Licenses

Physical Requirements

Working Conditions

- Work is performed in an office setting