

Finance Job Function

Student Financial Services Mgt III

Grade: 57

Job Code: F1657M

Job Family: Student Financial Services

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

Summary

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

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
- 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 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, advanced excel skills
- Knowledge of advanced 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