Finance Job Function

Student Financial Services Mgt IV
Grade: 58
Job Code: F1658M
Job Family: Student Financial Services
Job Family Matrix: Student Financial Services (Finance) Matrix

Summary
Manage all student financial information for 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
- Provide direction and guidance to staff and customers in such areas as: loans, customer service, financial systems, and collections
- Analyze metrics and identify opportunities to streamline processes; develop and implement action plans for improved procedures
- Collaborate on the development of new SIS procedures within school/unit that support university-wide policies and initiatives
- May be responsible for electronic billing and federally mandated tax reporting
- Select and manage ongoing relationships with external vendors to ensure the organization receives satisfactory standards of service
- Participate in planning for systems and policies including such activities as new system implementations and effective operationalization of new University/school policies
- 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 7 years' relevant work experience
- Supervisory 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

Certificates and Licenses

Physical Requirements

Working Conditions
- Work is performed in an office setting