

## Finance Job Function

### Student Financial Services Mgt V

Grade: 59

Job Code: F1659M

Job Family: Student Financial Services

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

#### Summary

Responsible for the overall direction and oversight of student financial operations and systems. Develop and implement student financial 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
- Manage the operations of student loans and collections, cash receipts and student billing
- Manage the annual audit process
- Monitor support systems and business processes; develops and enhances new and enhanced processes
- Collaborate with university-wide leadership to continuously approve processes, policies and procedures
- Serve as a key resource for student financial policies, may provide training to clients and staff
- Develop policies needed to ensure the University has complete, accurate student financial records
- Ensure financial compliance with University policies and procedures and applicable legal rules and regulations

#### Basic Qualifications

- Bachelor's degree or equivalent work experience required
- Minimum of 8 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

#### Certificates and Licenses

#### Physical Requirements

#### Working Conditions

- Work is performed in an office setting
- Frequent travel to other sites across the University is required