

POSITION DESCRIPTION

Position Title: Student Accounts Coordinator	Number: 0025.FO	FTE: 1.0
Classification: Classified, non-exempt	Report To: Controller	Date: 05/26 Grade: 5

General Description and Purpose

The Student Accounts Coordinator must be able to communicate effectively with all of the constituencies of the College, particularly the students. This person must accurately maintain the records of each student enrollment, balance and reconcile the student accounts, and cooperatively guide the registration process with the help of the staff in the Registrar's Office and the offices of the several Vice Presidents of the College. The Student Accounts Coordinator also maintains and monitors the accounts receivable records of the non-student clients of PCC, including the issuing of billings and follow-up of their payments and is responsible for entering all college receipts into the computerized account system. The Student Accounts Coordinator also serves as back-up for the other office staff.

Primary Functions/Responsibilities

The Student Accounts Coordinator will perform the following functions in the operations of the Business Office.

1. Operate and monitor the operation of the Student Billing System within our integrated business data processing system.
2. Supervise the preparation and handling of student billings in preparation for the registration of students on the Business Office side of the registration process.
3. Make the necessary entries in the student billing system to calculate the refunds due to the students because of student overpayment, financial aid awards, schedule changes, drops, or other changes.
4. Verify the accuracy of the entries and prepare a copy of the student account to back up refunds to be written and give such papers to Accounts Payable for encumbrance and payment.
5. Monitor all Student Billing System reports, both verification and finals, to be sure that correct and accurate data is maintained within the data files of both the Student Billing System and the PCC Financial Accounting System.
6. Maintain other non student receivables and collections.
7. Receipt all funds of the college to the proper accounts.

Coordination and Accountability Tasks

1. Consults with Registrar on Enrollment Procedures as affected by student billing both on and off campus.
2. Consults with Financial Aid on verification of aid and its systems integration with student billing.
3. Controller to insure monies are receipted to the proper accounts.
4. Consults with Vice President of Instruction and Division Chairs regarding special billings for approved classes and methods of payment.

5. Consults with auditors as requested by Vice President of Finance and Business Operations.
6. Ability to assist with general accounting and administrative tasks as needed

Supervises the Following Staff

Work study as assigned

Required Knowledge, Skills, Abilities, and other Characteristics

1. Knowledge of Windows computer applications and keyboard and data entry skills required.
2. Ability to work with a variety of people under high stress conditions required.
3. Good written and oral communication skills required.
4. Exposure to fund accounting preferred.
5. Knowledge of accounts receivable processes
6. Ability to take ownership of their work and be held accountable

Experience

1. Minimum one year experience in computerized accounting or bookkeeping environment required.
2. Minimum of one year working with the public.
3. Knowledge of Jenzabar Higher Education Software a plus.

Education

Some college level accounting and/or computer coursework required.

Certifications and/or Licensure

Certificate or degree in accounting or business preferred.

Work Conditions/Environment

Office setting.

Other

None

Acknowledgement of Receipt and Agreement

By signing below, I acknowledge that I have received and reviewed a copy of this position description. In addition, I agree to strive to effectively perform and comply with the job duties and responsibilities outlined in this description.

Employee Name (Printed)

Date

Employee Signature