

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED

CLASS TITLE: STUDENT FINANCE MANAGER

SALARY TABLE: 30

SALARY RANGE: 141

BASIC FUNCTION:

Under the direction of the Assistant Controller, plan, organize and direct the accounting operations and activities of the Auxiliary Accounts office and related cashiering, accounts receivable, accounts payable, collections and financial record-keeping functions; coordinate, direct and participate in the review, evaluation, maintenance and adjustment of related funds, budgets and accounts; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize and direct the accounting operations and activities of the Auxiliary Accounts office and related cashiering, accounts receivable, accounts payable, collections and financial record-keeping functions; assure related fiscal activities comply with established laws, codes, regulations, policies and procedures.

Coordinate, direct and participate in the review, evaluation, maintenance and adjustment of related funds, budgets and accounts; organize and direct the calculation, posting, auditing and adjustment of related journal entries; assure proper and timely resolution of related employee, student and departmental issues, conflicts and discrepancies; establish and authorize new trust accounts.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure compliance with established standards, requirements and procedures.

Manage the collection, deposit and recording of incoming monies for Trust, Financial Aid, cosmetology, Children's Center and other Auxiliary accounts; direct and participate in following up on delinquent student accounts, outstanding student loans and non-sufficient fund checks; manage functions related to the collection and processing of parking citation and permit fees.

Plan organize and direct record-keeping, reporting and related auditing functions to assure accurate and timely accounting and reporting of Auxiliary funds and accounts; review and analyze financial statements, records and reports to assure accuracy, completeness and compliance with established guidelines, procedures and Generally Accepted Accounting Principles.

Coordinate and direct the monitoring and reconciliation of Auxiliary accounts, funds and budgets;

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assure accurate accounting of funds including income and expenditures; audit accounts for errors and make appropriate adjustments; reconcile banking and various other fiscal statements to assure accurate fund accounting for Trust, Financial Aid and other Office accounts.

Organize, direct and participate in the processing of accounts payable for the Auxiliary Accounts Office; audit invoices, payments and related paperwork for accuracy; manage the preparation and distribution of student checks; review, evaluate and authorize Auxiliary expenditures.

Direct and participate in the preparation and maintenance of a variety of financial and statistical records, reports and statements related to Auxiliary accounts, funds, budgets, revenue, expenditures, reconciliations, student finance and assigned activities; compare financial aid information with State records and reports; identify and resolve discrepancies.

Provide consultation to administrators, personnel, outside agencies and others concerning the fiscal operations of the Auxiliary Accounts Office and related functions; respond to inquiries and provide detailed and technical information concerning related accounts, funds, deposits, reconciliations, fees, fines, income, expenditures, records, standards, laws, codes, regulations, policies and procedures.

Participate in the development and preparation of the annual budget for assigned programs and functions; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Provide technical information and assistance to the Assistant Controller concerning accounting activities, needs and issues; assist in the formulation and development of policies, procedures and programs; develop and implement internal controls for money collection and other office functions.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.

Coordinate the year-end closing of Student Trust, Financial Aid and other designated auxiliary accounts; reconcile and post beginning account balances.

Attend and conduct a variety of meetings as assigned.

Assist outside auditors in conducting fiscal audits as directed; respond to State requests for financial information and documents.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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Management of the accounting operations and activities of the Auxiliary Accounts office and related cashiering, accounts receivable, accounts payable, collections and financial record-keeping functions. Practices, procedures and techniques involved in the processing of accounts receivable and the collection of outstanding debt.

Accounting and fiscal systems, policies, procedures and practices.

Generally Accepted Accounting Principles.

Preparation, analysis, review and control of assigned accounts.

Policies and objectives of assigned programs and activities.

Financial and statistical record-keeping techniques.

General accounting and business functions of a College District.

Applicable laws, codes, regulations, policies and procedures.

Preparation of financial statements and comprehensive accounting reports.

Budget preparation and control.

Principles and practices of administration, supervision and training.

Operation of a variety of office equipment including a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Plan, organize and direct the accounting operations and activities of the Auxiliary Accounts office and related cashiering, accounts receivable, accounts payable, collections and financial record-keeping functions.

Coordinate, direct and participate in the review, evaluation, maintenance and adjustment of related - funds, budgets and accounts.

Supervise and evaluate the performance of assigned personnel.

Manage the collection, deposit and recording of incoming monies for Auxiliary accounts.

Reconcile, balance and audit assigned accounts and funds.

Assure accurate accounting of funds including income and expenditures.

Provide consultation concerning accounting operations and related functions.

Assure proper and timely resolution of accounting issues, errors and discrepancies.

Interpret, apply and explain rules, regulations, policies and procedures.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Maintain accurate financial and statistical records and prepare comprehensive accounting reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in accounting or related field and four years increasingly responsible accounting experience including work with accounts receivable functions.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.