Position Announcement

**Position title:** Director  
**Reports to:** Vice President of Administration and Finance  
**Department:** Student Business Services  
**Position No.:** A2A003  
**FTE:** 1.0  
**Date:** June 29, 2016

**Position Summary:**  
This position directs Student Business Services. The department strives to provide excellent customer service for billing and collection of student tuition and fees, cashiering, and disbursement of student financial aid. This position also oversees Student Business Services’ maintenance and collection of receivables.

**Specific Job Duties (Essential Functions and Responsibilities):**  
The Director of Student Business Services is responsible for a variety of areas as outlined below:

**CASHIERING FUNCTIONS**  
- Supervises the cashiering area where receiving, sorting, verifying, coding, and depositing of college revenues takes place. This includes monies received on a daily basis via the mail for numerous campus offices as well as personal payments made on accounts, college center, departmental, and student clubs deposits.  
- Supervises the collection of tuition and fees including student payment plans via promissory notes. Provides follow-up for students not completing payment plans at the beginning of each semester.  
- Supervises distribution of financial aid refunds and other college funds. This also includes cashing checks for students, faculty and staff.  
- Oversees the daily balancing of cashiers’ stations. Reviews, closes, and finalizes cashiers’ sessions.  
- Cashiers during tuition and fee payment as relief cashier.

**ACCOUNTS RECEIVABLE FUNCTIONS**  
- Responsible for accounts receivable module in Banner including the building, testing, and implementation of tuition and fee assessment rules, detail codes which tie into accounting system, validation tables, and forms and documenting these processes. Banner Data Steward for Campus Code includes creation of new campuses, documentation and dissemination of information relative to campuses for the off-campus undergraduate and graduate programs.
• Plans and coordinates with Computing Services, Records, Housing, and Financial Aid, Extended Studies and other offices for assessment/loading of charges and/or financial aid.
• Assesses and oversees the charges for the monthly family housing rent roll. Corrects, adjusts, and adds charges to student accounts.
• Answers questions and provides information through personal contacts, telephone contacts, or written communication to students, parents, off-campus agencies, and college officials regarding holds, charges, payment plans, emergency loans, financial aid and complete withdrawals.

BILLING AND COLLECTION PRACTICES FOR ACCOUNTS RECEIVABLE
• Oversees the mailing of monthly billing statements for student accounts receivable.
• Prepares third party billing statements for student accounts to governmental and off-campus agencies.
• Responsible for information, policies and procedures published on Student Business Services website.
• Determines past due accounts. Sends collection letters and makes telephone calls to past due debtors. Establishes payment plans for past due accounts, including written payment agreement signed by the individuals. Continuous monitoring of past due agreements.
• Prepares and submits past due accounts to private collection agencies and to the State collection agency. Receipts monies received from the collection agencies. Checks and balances collection agency reports. Corresponds and supplies additional information to the collection agencies. Makes necessary updates in the Banner system for accounts at outside collection.
• Requests write-off for uncollectible accounts from the State of Colorado and makes the corresponding entries for account write-off.
• Determine procedures to collect past due accounts through State of Colorado tax offset, assign and receipt as applicable.
• Writes collection policies and procedures and documents collection efforts.

FINANCIAL AID DISBURSEMENT AND MANAGEMENT OF SCHOLARSHIP FUNDS
• Establishes detail codes for state, federal, institutional, and private sources of financial aid and scholarships, as well as oversees disbursement of these funds.
• Balances financial aid and private scholarship funds.
• Bills private scholarship agencies and trusts.
• Maintains knowledge and implements federal, state, institutional, and private policies and procedures that govern these funds.
• Processes complete withdrawals, makes adjusting entries, and returns loan and scholarship monies when applicable.

OTHER DUTIES
• Follow all NCAA Div. II outlined principles, ethical codes of conduct and best practices.
• Supervises employees in the student business services office; including assigning and monitoring work activities, meetings, performance planning and evaluations, preparing reports required by state personnel, approving timesheets and leave requests.
• Meets and provides information and explanations to auditors during campus audits and reviews.
Completes fiscal year-end close activities including report processing and balancing accounts.
Attends and participates in committee meetings, including standing committees as well as search and screen committees.
Other duties as assigned.
This position reports to the Vice President of Administration and Finance.

Qualifications:

Minimum qualifications:
- Requires a bachelor’s degree in business administration, accounting, finance or related field.
- Requires a minimum of five years professional experience in accounting, accounts receivable, collections and/or related areas.

Preferred qualifications:
- Demonstrated ability to think strategically and analytically is essential.
- Excellent verbal and written communication skills and interpersonal skills, with a demonstrated ability to work with diverse internal and external constituencies.
- Understanding of trends in higher education and experience with compliance.
- Ability to organize and prioritize multiple assignments and meet deadlines.
- Demonstrated technology proficiency with various software applications.
- Experience with Ellucian Banner ERP system preferred.
- Ability to perform with a high degree of diplomacy, confidentiality and professionalism.
- Ability to perform above primary duties.

Conditions of Employment:
This position is a full-time, 12-month exempt at-will administrative position with benefits.

Salary and Benefits:
Salary is commensurate with education, qualifications, and experience. Adams State University offers a competitive benefits package.

Required Application Materials:
- Letter of application, describing interest in and directly addressing qualifications of the position.
- Current resume/vitae.
- Names and contact information of three to five professional references.
- Unofficial or official transcripts from all post-secondary education institutions attended (official transcripts required upon hiring).
Please submit all application materials to:

Traci Bishop, Program Coordinator
Office of Administration and Finance
Adams State University
208 Edgemont Boulevard, Suite 3020
Alamosa, CO 81101
E-mail: traci_bishop@adams.edu
Telephone: 719.587.7727
Facsimile: 719.587.7527

Review of complete applications will begin as applications are received through July 21, 2016.

Adams State University is dedicated to providing a safe and secure environment for our faculty, staff, students and visitors. To assist in achieving that goal, we conduct background checks on persons offered positions at the university prior to employment as described in the background check policy.

Adams State University performs background checks as a condition of employment for prospective employees and current employees seeking certain promotional opportunities. Offers of employment are contingent upon completion of an acceptable background check. Applicants will be asked to provide personal data and sign a release form before the background check is conducted. Applicants who fail to provide the data and consent form will not be considered for employment or promotion. Background checks include review of criminal and financial records and sex offender registry background. Credit and driving record background may apply to certain positions.

In compliance with the Immigration Control Act of 1986, candidates for positions must provide proof of eligibility to work before an offer of employment can be made final.

Adams State University is an Equal Opportunity/Affirmative Action employer. Applications are sought from all qualified persons regardless of race, color, sex, disability, and, as covered by law, veteran status. In addition, University policies prohibit discrimination on the basis of religion, national origin, ancestry, age, sexual orientation including transgender status and gender expression, marital status, and parental status.

The university is dedicated to fostering Inclusive Excellence, the recognition that the university’s success depends upon valuing, engaging, and including the rich diversity of students, staff, faculty, and administrators. Given the university’s mission and student body composition, the department is actively seeking qualified applicants who have experiences, skills, and/or personal attributes that reflect perspectives that can further broaden our students’ educational experience. We will give preference to qualified applicants with experience in ethnically diverse settings, who possess varied language skills, or who have a record of research that supports diverse communities, or a record of teaching a student population that includes historically underrepresented groups and other at-risk populations. Additional information about the university may be found at www.adams.edu.