**JOB SUMMARY**

This position is responsible for directing all aspects of the student accounts functions to include student billing, payments and refunds while supporting the education mission of the college.

**MAJOR DUTIES**

- Supervises the day-to-day operations of the Business Office and staff.
- Supervises daily Banner feeds and verifies deposit forms.
- Reconciles Title IV funds, financial aid grants, and direct loans.
- Executes draw-downs for federal funds and direct loans.
- Approves journal entries.
- Supports month-end and year-end close-out procedures.
- Maintains merchant accounts for credit card processing.
- Analyzes business processes to determine best practices for automation.
- Serves as liaison for third-party applications.
- Coordinates important calendar dates for key events.
- Responsible for security access for Banner and Business Office applications.
- Coordinates telephone voicemail and web messages pertaining to student fees, deadlines, and other academic dates.
- Develops and implements office policies and procedures.
- Maintains contracts for off-campus teaching facilities.
- Monitors, updates and creates detail codes in Banner.
- Monitors and validates PCI compliance related to credit card processing.
- Performs related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of Board of Regents business policies.
- Knowledge of student financial aid and loan program policies and procedures.
- Knowledge of generally accepted accounting principles (GAAP) and Governmental Accounting Standards Board (GASB) guidelines.
- Knowledge of computers and job-related software programs.
- Knowledge of contract, query and report writing principles.
- Skill in organization and project management.
- Skill in the supervision of personnel.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.
### SUPERVISORY CONTROLS

The Controller assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

### GUIDELINES

Guidelines include Board of Regents policies and procedures, Department of Education and Title IV regulations, Department of Audits policies and procedures, GAAP and GASB standards, and other federal and state regulations. These guidelines require judgment, selection and interpretation in application. The position develops department guidelines.

### COMPLEXITY/SCOPE OF WORK

- The work consists of varied duties in directing the college’s business service functions. Strict regulations and the need for accuracy contribute to the complexity of the position.
- The purpose of this position is to direct the business service functions of Gordon State College. Success in this position contributes to the success of college operations.

### CONTACTS

- Contacts are typically with co-workers, faculty, staff, students, parents, bank representatives, vendors, colleagues at other institutions, and members of the general public.
- Contacts are typically to give or exchange information; to resolve problems; to motivate persons; or to justify, defend or settle matters.

### PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

### SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over the Accounts Receivable Coordinator (1) and Accounting Assistants(2).

### MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.