



Business Office Supervisor

Business and Financial Services

BFS/2

JOB SUMMARY

This position is responsible for managing the college's day-to-day business services functions.

MAJOR DUTIES

- Greets students and other visitors; receives payments and resolves problems and issues concerning tuition and fees.
- Coordinates account set-up, invoicing, and collection of third-party contracts.
- Checks agency account balances and approves check requests and payroll forms.
- Releases Web Bank funds using the online banking system.
- Posts Veterans Affairs funds received to student accounts.
- Prepares monthly sales tax reports; processes amount due and submits to state agencies.
- Reviews student refunds; makes corrections and resolves issues.
- Processes payments of Allied Health student insurance premiums.
- Collects fees and processes requisitions for students taking the CompTIA Academy exams.
- Sets up agency account numbers; processes journal entries; balances club and scholarship accounts.
- Corrects accounts receivable indicators.
- Maintains office supply inventory; reorders as needed.
- Maintains and updates a variety of files and records.
- Collects and posts student funds to Blackboard database; processes refunds.
- Performs related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- 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 college purchasing policies and procedures.
- Knowledge of computers and job-related software programs.
- 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 Assistant Vice President Business and Financial Services assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include the Darton State College Business Procedures Manual, software user guides, funding agency guidelines, GAAP and GASP, and college policies and procedures. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and supervisory duties. Strict regulations and the need for accuracy contribute to the complexity of the position.
- The purpose of this position is to manage the day-to-day business service functions of Gordon State College. Success in this position contributes to the success of all college operations.

CONTACTS

- Contacts are typically with co-workers, faculty, staff, students, parents, bank representatives, vendors, colleagues at other institutions, representatives of funding agencies, insurance representatives, 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 or stooping. The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Accounting Clerk (1) and Accounts Payable Clerk (1) and supervises assigned student workers.

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.