



Accountant (Student Accounts)

Business and Financial Services

BFS/4

JOB SUMMARY

This position performs accounting duties related to the department's student accounts functions.

MAJOR DUTIES

- Maintains, processes and reconciles student accounts in the Banner software system.
- Coordinates the collection processes for student accounts.
- Bills and reconciles student insurance accounts.
- Reconciles and maintains housing deposits.
- Posts and reconciles student meal accounts.
- Answers telephone and greets students, parents and other visitors; provides information and assistance; resolves problems.
- Collects fees and other payments.
- Coordinates and processes semester billing and payments of bookstore financial aid purchases.
- Processes unclaimed property according to policies and procedures.
- Processes and reconciles daily receipts.
- Assists with year-end journal entries.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of computers and job-related software programs.
- Knowledge of generally accepted accounting principles (GAAP).
- Knowledge of University System of Georgia policies and procedures.
- Knowledge of college policies and procedures.
- 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 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 GAAP, software user guidelines, Wager's Guide for Unclaimed Property, Board of Regents policies and procedures, and college policies and procedures. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied accounting duties. Strict regulations and the need for accuracy contribute to the complexity of the position.

- The purpose of this position is to perform accounting duties associated with the department student accounts operations. Success in this position contributes to the efficiency, effectiveness and accuracy of those operations.

CONTACTS

- Contacts are typically with co-workers, other college employees, bank representatives, auditors, students, parents, software vendors, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, or to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing or stooping.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

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.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for two years.