***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Supervisor, Student Accounting**

Job Family: Finance, Budget, Accounting, and Internal Audit Sub Family: Accounting - Student

**Job Summary:**

The Student Accounts Supervisor is responsible for the day-to-day operations and management of the student accounts receivable (A/R) and cashier areas, which includes billing, collections, and income recording of the A/R, and cash processing activity of the cashier. The Student Accounts Supervisor maintains the fee schedule is the database system to insure that tuition is assessed properly and revenue is credited to the proper ledger accounts; schedules, trains and motivates customer service personnel to insure excellent customer service to the University community.

**Essential Functions:**

* Ensure compliance with federal privacy laws, State Central Collection Unit requirements, and University tuition collection procedures.
* Maintain a thorough understanding of the student account assessment infrastructure to insure that tuition and fees are accurately assessed and that the proper accounts are credited for revenue and internal payments.
* Insures the adequate internal control procedures over payments of tuition and fees, tuition remission, and other internal payments.
* Oversees the administration of student health insurance enrollments and billings as well as third partyty tuition and fees receivable.
* Determines work priorities, plans, schedules, assigns and reviews work. Trains and evaluates assigned personnel.
* Investigates and resolves difficult or highly sensitive collections or receivables problems. Interacts with students and the University community; explains University procedures.
* Participates in system development and testing as required.
* Implements process improvements, where practicable and workable, to maintain an efficient operation and streamline internal business practices.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in Accounting, Finance, Business Administration or a related field of study

Experience: Three (3) years related experience in student accounting including experience accounting databases, and student information management systems or other financial systems.

Supervisory: One (1) year

Licensure/Certification: of direct supervisory or responsible for training, work coordination, and monitoring of work of others.

Other: No subsitution of experience for minimum education requirement.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E1216E

SOC Code: 132010 IPEDS: Business

EEO6 Code: Professional State Code: 9359008

USM eCode: E40121 AAP Code: 3A