



Job Classification Description

DIRECTOR OF STUDENT RECEIVABLE OPERATIONS/VTC Grade 13
VSC UP – SUP Bargaining Unit Exempt

BASIC FUNCTION

Primary responsibility for all operational functions of the Vermont State College System's billing and student receivable processes including the application of System policies and procedures to data processing systems. This includes coordination of other areas and departments with respect to activities that affect accurate System billing.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Manage accounts receivable operations including fee assessment, billing, cashiering and collection of student accounts. Evaluate current policies and procedures to determine changes required to support enhanced student operations.
- Maintain a collaborative relationship with all system locations and departments including Admissions, Records, Financial Aid, Residence Life, Student Accounts/Services and system Central Office operations. In consultation with stakeholders, develops and administers a wide range of processes to support the academic year calendar of events.
- Provide troubleshooting services for the system to correct billing errors and identify improvements that can be made to avoid future repeat of the errors.
- Monitor software change documents received to keep abreast of billing problems identified as a software issue.
- Schedule yearly updates to system rate tables to meet semester billing dates; including testing of any recommended changes to current rate tables prior to updating the billing philosophy currently in use.
- Plan new projects and coordinate with external offices, including system IT staff, a schedule of events from testing through implementation.
- Provide quarterly reports of current and past due AR balances for review to system CFO, BAC and other stakeholders.
- In consultation with AR staff and management, develop, implement and enforce policies to support system requirements including safeguarding of monies provided by state, local and student commitments. Document best practices and procedures for AR processes.
- Provide consulting throughout system locations.

- Duties specific to Vermont Tech include: administer Federal Title IV Refund calculations; monitor all assigned functions/operations regularly, investigate and resolve a variety of problems and propose solutions and recommendations; assist accounts receivable with regular function and provide back-up responsibility as needed; assist with activities related to annual external audit; prepare various administrative reports on assigned functions.

SUPERVISION RECEIVED

Minimal supervision is received from Controller in conjunction with direction from the VSC CFO and Business Advisory Council.

SUPERVISION EXERCISED

Functional supervision of two to three staff.

ENVIRONMENTAL FACTORS

Duties are typically performed in a standard office setting but with predictable need for travel to system locations and related functions for which private means of transportation are required.

QUALIFICATIONS

- Bachelor's degree in accounting, finance, business or other appropriate discipline, plus two to four years of relevant technical and administrative experience, or a combination of education and experience from which comparable knowledge and skills are acquired.
- Broad base of knowledge and skills related to accounting and budgeting functions, accounting principles and methods.
- Good technical and functional knowledge of complex computerized record systems.
- Excellent planning, administrative, personnel and budget management skills.
- Ability to deal effectively with and represent the College to a wide range of individuals/organizations within and outside of the College.
- Student receivables experience desired.

This general outline illustrates the type of work which characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.

3/2009