



Job Classification Description

STUDENT ACCOUNT SPECIALIST NON-BARGAINING UNIT

**GRADE 13
EXEMPT**

BASIC FUNCTION

Primary responsibility, in consultation with college AR and related staff and with system Finance and IT staff, for all operational functions of the Vermont State College System's billing and student receivable processes, to ensure accurate billing and accounting for student accounts.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Manage systems which handle accounts receivable operations including fee assessment, billing, payment plans, cashiering and collections of student accounts. Evaluate current policies and procedures in consultation with appropriate staff in the colleges and system office to determine changes required to support enhanced student operations.
- Maintain a collaborative relationship with all system locations and departments including Student Accounts/Services, Admissions, Records, Financial Aid, Residence Life, and System offices of Finance and IT.
- Responsible for managing processes that are required to keep student account information up-to-date including transferring student accounts information to student billing and general ledger systems.
- Work with AR Team and IT staff on both regular student receivable processes and on new system enhancements, providing support to AR staff, and ensuring that systems meet the needs of college business offices. Provide training to AR team on system functions as needed.
- Manage billing tables to ensure that all updates are completed to meet semester billing dates, including testing of any recommended changes to current rate tables prior to updating the billing philosophy currently being used.
- Reconciliation of Student AR accounts for all colleges between AR system and GL system. Work with IT to ensure aging report (Snapshot) is reconciled to AR system. Provide allowance for bad debt calculations to colleges.
- Responsible for generating and distributing 1098T's on time.

SUPERVISION RECEIVED

Reports to VSC Controller

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 billing functions, accounting principles and methods
- Strong technical and functional knowledge of complex computerized record systems
- Ability to work collaboratively with staff in multiple locations
- Excellent planning, administrative, personnel and receivable management
- Student receivables experience desired.
- Datatel Colleague experience desired.
- Travel to each of the college business offices will be required to maintain a working knowledge of the requirements and systems of each college.

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.