

**JOB TITLE:** Associate Director of Financial Services

**DEPARTMENT:** Finance & Administration

**LOCATION:** Union Campus

**REPORTS TO:** Director, Financial Services/Comptroller

**FLSA:** Exempt

**LEVEL:** 204

**DATE:** 3/19/24; 4/27/21; 4/17/20; 5/3/17

**POSITION SUMMARY:** Coordinate the day-to-day operations of the Financial Services Department. The position oversees the accounts receivable and accounts payable functions. This position currently has 3 direct reports. The position supports compliance with the college's policies and procedures as they relate to accounts receivable and payables. This position has a great deal of interaction with all departments across the campus.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)*

Completion of bachelor's degree; one year related experience and familiarity with accounting practices and policy compliance are essential attributes.

**ESSENTIAL TASKS:** *Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.*

- Reconcile all bank accounts.
- Assist auxiliary services with cash procedures.
- Direct, supervise and coordinate the Accounts Payable, & Accounts Receivable functions.
- Supervise all personnel assigned, recommending selection, retention, promotion and discharge as appropriate.
- Communicate with departments, outside vendors and agencies to answer questions, obtain information and resolve issues; provide information concerning related accounting functions including assistance with questions, reports and budget issues.
- Adjust student accounts and coordinate issuance of financial aid checks.
- Prepare general journal entries debiting and crediting accounts.
- Review & approve requisitions through ESM for weekly AP check run.
- Review, approve and import monthly credit card charges.
- Oversee the processes & procedures related to the student payment plan.
- Review expense reimbursement request forms for accuracy and compliance with travel policy.
- Prepare invoices for CMU postage and RTI student IDs
- Track payments on a spreadsheet for various outside financial aid programs.
- Document payments received for non-institutional scholarships.
- Maintain fixed assets documentation each year.
- Work with Financial Aid in preparing student refunds.
- Oversee the printing and distribution of 1099s as well as submission to regulatory agency annually.
- Process, distribute, and submit 1098ts to regulatory agency annually.
- Assist Cashier when necessary.
- Assist Auditors with questions.
- Assist other departments with questions.
- Responsible for MO Sales tax reporting.
- Responsible for filing the MO Debt Offset information.
- Imports Month end billing from the Bookstore & Print Services.
- Monitors/Reissues stale checks.
- Responsible for documenting processes and procedures related to this position, AP and AR functions.
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, diversity, empowerment, service, learning and collaboration.

- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty and the general public.
- Ensure that all activities are conducted within the established College policies, FERPA guidelines and other applicable laws pertaining to employment and education.
- Perform assigned responsibilities, other related duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

**KNOWLEDGE, SKILLS, and ABILITIES:** Knowledge of department and college policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations. Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments. Ability to plan, organize and implement assigned responsibilities and to work well under pressure to meet deadlines. Excellent organizational, analytical and planning skills. Ability to participate as a team member, ability to understand and interpret rules and regulations, and ability to adjust to change with a positive attitude. Should possess a good understanding of budgeting and financial statements. Have experience with employee development and performance management. Ability to handle confidential material judiciously. Availability to work or meet in the evenings and/or on weekends. Ability to travel out-of-state as well as locally to participate in meetings, conferences, and other activities related to the operations of the colleges. Knowledge of general accounting principles and procedures. Knowledge of laws and regulations applying to public education accounting procedures. Knowledge of data processing relative to accounting procedures. Knowledge of general office practices and procedures. Ability to organize functions to ensure compliance with due dates/deadlines and regulatory requirements.

**LEADERSHIP and COMMUNICATION SKILLS:** Follow complex technical instructions, solve technical problems, or disseminate information regarding policies and procedures; may compose unique reports or analysis; and/or provide extensive customer service to internal or external customers. Ability to communicate effectively verbally and written to work with a diverse workforce and student population to prioritize and delegate projects, exchange ideas, information and opinions effectively with others to formulate policies and programs and/or arrive at decisions, conclusions or solutions. Ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion. Ability to foster a cooperative work environment. Ability to establish and maintain effective working relationships with faculty, staff, other departments, students, and the public. Direct, manage, or lead others; may determine work procedures, assign duties, maintain harmonious relations, or promote efficiency; may develop and administer operational programs; and/or may write or present extremely complex papers and reports.

**DECISION-MAKING and ANALYTICAL SKILLS:** Requires some decisions that affect a few co-workers. Ability to make administrative/procedural decisions and judgments. Perform specialized technical work involving data collection, evaluation, analysis, and troubleshooting, or reports on operations and activities of a department, or performs general coordination of individual or departmental activities.

**EQUIPMENT AND SOFTWARE:** Utilize current College and/or department information technology and standard office equipment.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor. The employee may be required to work or meet in the evenings and/or on weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull up to 10 lbs; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**POSITIONS SUPERVISED:** Accounts Payable Specialists, Accounts Receivable Specialists

**SIGNATURE:** *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*

I have read and reviewed the job description and I agree to perform the duties according to my supervisor's expectations and the College's policies and procedures. I acknowledge the College's right to revise the job description.

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Employee Signature/Date

**NOTICE OF NON-DISCRIMINATION:** *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*