

**FISCAL SERVICES SUPERVISOR - CC****DEFINITION**

Under direction, supervises, assigns, reviews and participates in the work of all Columbia College Business Office activities relating to student accounts, including revenue collection, billing, refunds, financial aid and scholarship disbursements, student account adjustments, and agency sponsorships; defines and documents Business Office policy and procedures; provides administrative software training and procedural training for staff relating to student accounts and revenue collections; reconciles Business Office accounts and posts revenues to the general ledger and performs other duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Columbia College Vice-President – Administrative Services.

Provides direct supervision to financial services staff as well as other administrative support staff, as assigned.

**EXAMPLES OF DUTIES**

- Supervise, assign, review and participate in the work of all Columbia College Business Office activities; prepare Business Office budget.
- Generate checks-weekly for scholarships, monthly for district transfers.
- Generate a monthly revenue transfer report for student revenues collected and transferred to the District accounts.
- Reconcile daily collections of all Columbia College (CC) cashiers, on and off site, and post to the general ledger.
- Set up and maintain agency sponsorships for student fees, including billing, receipting, student fee deferrals, and agency refunds.
- Correct/adjust student accounts for approved petitions for refunds from Admissions and Records.
- Prepare and evaluate AR reports for Columbia College for status, billing, refunds, and possible errors.
- Receipt and log revenues; prepare deposits for CC Foundation.
- Reconcile Business Office and Scholarship bank accounts.
- Assist in resolving student grievances/complaints relating to fees.
- Monitor business Office staff activities-window service, receipting, billing, refunds, check processing and disbursements.
- Prepare and execute general ledger journal entries for interest and transfer of funds to individual scholarship accounts.
- Perform other duties as assigned.

**TYPICAL WORKING CONDITIONS**

- Work is generally performed in a standard office environment.

- Work may require occasional evening and weekend hours.

## MINIMUM QUALIFICATIONS

### Knowledge of:

- Principles and practices of accounting, budgeting and financial management.
- Principles and practices of management, administration, supervision and training.
- Financial and budget analysis and research procedures.
- Office procedures, FERPA requirements and applicable provisions of the California Education Code.
- Standard office computer programs and administrative software.

### Ability to:

- Ability to manage accounting and budgeting functions; work at multiple technical levels;
- Prepare clear and concise financial reports and statements;
- Manage, supervise and train employees in accounting and revenue collection practices;
- Establish and maintain cooperative and effective working relationships with those contacted in the course of assigned duties;
- Work with people with different technical and ability levels; and
- Communicate effectively in written and oral form.

### Licenses and Certificates:

None required.

### Physical and Mental Standards:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 25 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

**Education and Experience:**

*Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:*

- Education: Minimum of an AS degree in business administration, accounting, finance or related field.
- Experience: Four years of increasingly responsible finance and/or accounting experience working in a community college setting with preferably two years working in a business office setting.

Class Adopted: 03/01/09  
Class Amended: **XX-XX-XX**