Job Title: Manager, Financial Services
Reports to: Associate Vice President, Finance
FLSA Status: Exempt
Level: 214
Position Class:

Job Summary:
This position is responsible for coordinating the financial aspects of the cross functional areas of the College to include accounts receivable, student, financial aid, payroll and human resources. This position is responsible for the coordination of accounting functions within the Department.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Assists the Associate Vice President, Finance with all functions and various reports and analyses as they become necessary.

2. Maintains integrity of College databases Chart of Accounts hierarchy by creating new and/or terminating funds, organizations, account and program codes as required.

3. Maintains approval queues for budget control.

4. Monitors grants accounting to ensure College remains in compliance with Federal, State, or other granting agency regulations.

5. Balances Accounts Receivable to financial records. Investigates out-of-balance conditions as they relate to financial aid, cashiering/fee payment, student registration, non-credit and other areas that may, from time to time, affect that balance. Examines detail codes for problems and achieves resolution when out-of-balance conditions exist.

6. Coordinates the scheduling and processing of refund batches, both credit and non-credit. Generates reports for appropriate departments involved. Sets up and monitors schedule of billing and resolves billing issues. Sets up and monitors aging process and monitors the collection of accounts receivable.
7. Coordinates the finance “hold” procedure affecting students’ ability to register or obtain records. Insures that the College remains in compliance with State laws regarding extension of credit to students. Develops and maintains standards for finance to remove/add holds as required.

8. Coordinates the Void for non-payment procedures in conjunction with Registrar, Financial Aid, and Cashiering offices.

9. Coordinates third-party contract process with financial aid and non-credit. Produces reports and insures that third-party vendors are billed in a timely manner.

10. Acts as liaison with Computer Services Department to outline criteria for reports requested. Uses report writing and query software to produce simple reports as needed for payroll, finance, accounts receivable, and purchasing. Coordinates with Computer Services Department to make enhancements to College database forms using Evisions.

11. Handles processing of unemployment and personnel database with assistance from Computer Services Department as required. Resolves issues on error reports.

12. Develops procedural documentation to be used to support finance, payroll, accounts receivable, human resources, and purchasing operations, trains new staff and satisfies audit requirements.

13. Supervises, coaches, and evaluates assigned Finance staff. Supervises all Finance Department staff in the absence of the Associate Vice President, Finance.

14. Performs other duties as assigned.

Job Qualifications:
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• Education/Experience:
  Bachelor's degree from four-year college or university and five years’ related experience and/or training; or equivalent combination of education and experience.

• Supervisory Experience:
  One to two years of direct supervisory experience, including responsibility for hiring, firing, performance management, training and coaching is required.

• Language Ability:
  Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

• Math Ability:
  Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plan and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
• **Reasoning Ability:**
  Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram/chart, or schedule form.

• **Computer Skills:**
  Intermediate knowledge of reporting, query, database, and spreadsheet software; working knowledge of word processing, internet, and email software.

• **Certificates and Licenses:**
  CPA preferred.

**Responsibility for People and Property:**
Supervises of Financial Services staff.
Assists in the management of all State College of Florida, Manatee-Sarasota budgets.

**Responsibility for Communication:**

• **Internal Contacts:**
  This position has routine contact with all levels of State College of Florida, Manatee-Sarasota staff.

• **External Contacts:**
  This position has occasional contact with state auditors and external vendors.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is routinely required to talk or hear. The employee is frequently required to stand, walk, sit, and use manual dexterity. The employee is occasionally required to reach with hands and arms and lift up to 10 pounds. Specific vision requirements include close, distance, color, and peripheral vision, depth perception and the ability to adjust focus.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. **Mission and Goals:** Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.
2. Customer Service: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

6. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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<tr>
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