

SUPERVISOR OF STUDENT ACCOUNTS

DISTINGUISHING FEATURES OF THE CLASS:

This is a technical and administrative position responsible for supervising all areas of student accounts including financial aid programs, student registration, cash receipts and disbursements and grant and contract accounting in the Business Office at Dutchess Community College. This position oversees the implementation and maintenance of all these functions into the fully-integrated computerized accounting system. In addition, the incumbent oversees the maintenance of the fund-accounting based general ledger. Work is performed independently under the general direction of the Associate Dean of Administration. Supervision is exercised over a large unit of lower level personnel in the Business Office.

TYPICAL WORK ACTIVITIES:

1. Supervises the work of accounting staff in the areas of student loans, financial aid, accounts receivable and grant and contract administration;
2. Interprets and applies Federal and State regulations pertaining to the student loans accounting functions and modifies operating procedures as necessary;
3. Oversees the maintenance of the general ledger;
4. Develops and maintains budget control for Federal grants and local industry contracts and prepares financial reports as needed;
5. Prepares a variety of reports and budget projections for College administrators and for mandated federal and state reporting purposes;
6. Establishes and maintains transaction codes to interface accounting systems with the general ledger system;
7. Develops and maintains operating procedures, i.e., cash receipts, billing and collection systems, etc.;
8. Maintains cash-on-hand balances within the restrictions of the federal funds programs;
9. Serves on various College committees to coordinate Business Office functions in the development and implementation of the integrated computer system;
10. Researches user's problems with computerized system and develops appropriate modifications;
11. Oversees the reconciliation of subsidiary accounts and trial balances;
12. May perform special projects or functions such as records retention management;
13. Assists in the annual audit of College accounts by outside auditors, preparing required financial reports and responding to questions;
14. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of college fund-accounting; good knowledge of the principles and practices of supervision; good knowledge of the principles and practices of budgeting; ability to develop and install new accounting systems adopted to specific agency requirements; ability to understand, learn, interpret and apply a variety of governmental regulations; ability to supervise the work of others; ability to learn and use a variety of software packages; ability to communicate effectively, both orally and in writing; ability to prepare financial reports; accuracy; initiative; physical condition commensurate with the demands of the position.

SUPERVISOR OF STUDENT ACCOUNTS (Cont'd)

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and:

- EITHER: (A) Graduation from a New York State registered or regionally accredited college or university with a Bachelor's Degree in Accounting, Business Administration or a closely related field and two (2) years of full-time paid work experience in computerized accounting;
- OR: (B) Graduation from a New York State registered or regionally accredited college or university with an Associate's Degree in Accounting, Business Administration or a closely related field and four (4) years of full-time paid work experience in computerized accounting;
- OR: (C) Six (6) years of full-time paid work experience in computerized accounting;
- OR: (D) An equivalent combination of education, training and experience between the limits of (A) and (C) above.

BS0226

ADOPTED: 04/17/96

REVISED: 08/08/16