

Sul Ross State University

Position Description

Official Title: Senior Manager, Accounting Services
Salary Group: Unclassified

Job Code: 1804

Summary

Function: To manage all day to day operations relative to accounts receivable and University revenues. To assist the Director of Accounting Services as needed in the management of all accounting functions. To monitor and update the University Accounting System (Banner) as required.

Scope: Responsible for the application of advanced accounting experience, skills, and ability in the management of all revenue functions of the University to ensure accurate reporting, prompt collection and effective communication with students and other university customers. Also responsible for assisting with the overall management of the accounting services department as needed.

Duties

Essential: Manage and maintain all receivable systems of the University including any necessary Banner upgrades and implementations. Maintains constant contact with contracted University debt collectors to maximize collections. Manages and maintains the Touchnet billing system. Serves as a co-signer on University payments; prepares complex journal entries and adjusting journal entries; provides training and direction to the cashiering function at the one stop shop on appropriate policy; ensures all third party billings and collections are prompt and effective; manages all cashiering functions; provides revenue estimates; oversees reconciliation of revenue and receivable accounts; assists the Director in the management of the Accounting Services Office as needed. Other duties as assigned. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Supervision

Received: General supervision by the Director of Accounting Services.

Given: Supervises professional and clerical staff.

Education

Required: Bachelor's degree in Accounting or related field.

Preferred: CPA or MBA.

Experience

Required: Six years experience in government accounting with progressively responsible duties.

Preferred: Four years experience in a state supported university accounting office with progressively responsible duties.

Equipment/Skills

Required: PC skills particularly Excel and Word. Ability to communicate effectively, orally and in writing. Ability to interact effectively and professionally with faculty, staff, and the general public.

Working Conditions

Usual: Office conditions; exempt from overtime provisions.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Personnel Director.

Date revised: December 2012