

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

STUDENT ACCOUNTS TECHNICIAN

Salary Range 19

BASIC FUNCTION:

Under the direction of the Accounting Supervisor organizes and coordinates the interactions of the cashier office with that of Enrollment Services for the purpose of a seamless registration of students in accordance with State and Federal regulations and Board policy; oversee student accounts receivable, refunding, collections, billings, verification, Banner AR system, balancing, and compiling and analysis of financial and statistical records and reports; oversees the activities of the hourly classified cashiers; performs other related duties as may be assigned.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

Directs and coordinates the work activities of the District cashiers. (E)

Directs the billing, collection, and accounting of student accounts. (E)

Interviews, selects, trains, evaluates, disciplines, and terminates cashiers; checks for discrepancies and approves time sheets of cashiers. (E)

Coordinates and prepares work schedules for cashiers. (E)

Prepares, maintains, processes and records a variety of complex data, records and files pertaining to a variety of accounts. (E)

Analyzes a variety of financial and statistical documents; provides authoritative information and assistance to students, parents, district employees and outside agencies regarding assigned accounts and functions according to Board policy and Ed Code. (E)

Researches charge backs and refunds to student credit card accounts. (E)

Develops and administers a working calendar for the cashiering office. (E)

Coordinates work loads, establishes time line and prioritizes a variety of activities. (E)

Acts as liaison between ITS and the Cashiering office. (E)

Attends meetings and conferences for purposes of enhancing knowledge based on information technology system, resolving issues with system processes and recommending solutions. (E)

Calculates registration refund dates. (E)

Develop, administers, and implements procedures and standards for the cashiering office to ensure compliance with government regulations. (E)

Coordinates registration cycle and dates with Director of Student Services, ITSA, and Academic Affairs. (E)

Codes and maintains information system process that enables registration. (E)

Collaborates with ITS to create and design programs for use in the cashiering office. (E)

Directs and reviews the application and removal of holds on student accounts. (E)

Analyzes system upgrades to ensure effectiveness of system software processes for student accounts receivable, reporting, and resolving issues independently; analyzes computer software program, makes adjustments to variables; contact software company regarding programming anomalies. (E)

Coordinates with outside vendor regarding IRS 1098T Disbursements; administers AVC's portion of the Chancellor's Tax Offset Program and Financial Aid Disbursement. (E)

Performs other related duties as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school supplemented by course work in accounting, business administration or related field and three years financial and statistical record-keeping experience involving cashiering.

KNOWLEDGE OF:

Rules, regulations and policies governing the collection and disbursement of funds for a variety of District and student activities.

Methods, procedures and terminology used in assigned clerical accounts activities.

Financial and statistical record-keeping techniques.

District organization, operations, policies and objectives.

Operation of standard office equipment including a computer terminal.

Modern office practices, procedures and equipment.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Telephone techniques and etiquette.

ABILITY TO:

Perform responsible clerical accounting procedures.

Perform clerical accounting duties in the maintenance of assigned accounts.

Prepare and maintain accurate financial and statistical records.

Verify, balance and adjust accounts.

Process and record accounting transactions accurately.

Operate a computer terminal to enter data and maintain records.

Add, subtract, multiply and divide quickly and accurately.

Plan and organize work.

Work independently with little direction.

Learn, apply and explain policies, procedures, rules and regulations.

Type at an acceptable rate of speed.

Understand and follow oral and written instructions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Provides work direction to hourly cashiering employees.

CONTACTS: Co-workers, other departmental personnel, vendors, banks, students and the general public.

PHYSICAL EFFORT:

Requires the ability to exert some physical effort, such as walking, standing and light lifting

Dexterity in the use of fingers, limbs and body in the operation of office equipment.

Tasks require extended periods of time at a keyboard.

WORKING CONDITIONS:

Normal office environment.