

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2006**

STUDENT ACCOUNTING COMPLIANCE COORDINATOR

FLSA STATUS: NON-EXEMPT – PAY GRADE: 14 – C

GENERAL STATEMENT OF JOB

The Student Accounting Compliance Coordinator ensures compliance with student financial services policies and procedures. This position monitors Internal Revenue Service requirements related to student financial aid payment reporting. Strong interpersonal and communication skills are needed to support required duties of conducting college wide training sessions in registration payment processes. The position must prepare and analyze data for monthly management reports and coordinate enhancements and corrections to student accounting processes.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Complete non resident tax forms for students and college annually.

Collect data and forms from non US students to properly classify and withhold required internal revenue tax.

Recommend process and form changes to Bursar to ensure compliance with non resident tax laws.

Support Bursar with additional student tax reporting and compliance such as preparation of 1098t form for students.

Perform managerial duties for check printing process including approving and securing check database, voids and reprints.

Manage automated disbursement process for financial aid students and act as contact person to College's vendor for student banking services.

Serves as a liaison to campus business office staff for application of student financial services policies and procedures

Compile detailed data and prepare analysis of payment and disbursement history for monthly management reporting.

Schedule and monitor credit and collections batch jobs.

Update and maintain accuracy of the appropriate Administrative Services web pages and internal business office procedures web page.

Maintain request for refund appeal database and communicate status and outcome with campus deans of student success.

Process request for refund appeals and generate required reports.

Coordinate with technology department enhancements and corrections to Orion system for student financial services.

Audit and correct out of balance revenue activities in credit and collections.

Conduct training college wide in financial services policies and procedures.

Balance student enrollment and student payments each term.

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Assign financial aid debts to student when student becomes ineligible for financial aid award.

SUPERVISION RECEIVED

Supervision is received from the Bursar.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

A high school diploma or high school equivalency degree supplemented by a minimum of two (2) years of related experience.

PREFERRED QUALIFICATIONS

A bachelor's degree from an accredited college or university supplemented by three (3) years technology and/or accounting office experience.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc.. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc.. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

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Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 1/06