

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Director of Financial Services		<i>BOT Date:</i> Sep. 10, 1996	
<i>Level:</i> ADM07	<i>FLSA:</i> Exempt	<i>Class Code:</i> A0706	<i>Adm. Rev.:</i>

GENERAL DESCRIPTION

Plans, coordinates and monitors the operation and administration of the Financial Services department. Financial Services department functions include: the operation of Bursar Offices handling the collection of tuition, fees, and miscellaneous revenues; the operation of Accounts Receivable and Loans Receivable areas handling billing, collections and financial aid refunds; and fixed assets reconciliation.

KEY RESPONSIBILITIES		% OF TIME
1.*	Ensures the daily responsibilities of the Financial Services area are executed accurately and efficiently.	25%
2.*	Ensures accurate and efficient collection of accounts and loans receivable during registration periods.	10%
3.*	Manages the collection of accounts and loans receivable including communications with collection agencies and the State Attorney's Office.	10%
4.	Ensures equipment and staffing needs are sufficient to handle workflow.	5%
5.	Provides leadership and support to supervisory staff members.	10%
6.	Keeps staff abreast of updated federal regulations, state statutes, and College policies and procedures as they relate to the department.	5%
7.	Communicates with other departments throughout the College (i.e. Student Services, Financial Aid, Computer Center, etc.) and with Business Officers throughout the state to facilitate workflow.	10%
8.	Provides reports to executive management for planning and decision-making purposes.	5%
9.	Participates in the preparation of federal and state financial reports and provides verification of these reports for state auditors.	10%
10.	As requested by Vice President, Business and Finance, performs special projects.	10%
11.	Performs other similar and related duties as required.	

* Indicates an "essential" job function.

Position Title: Dir, Financial Svcs	Class Code: A0706	Position Level: ADM07
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KEY JOB REQUIREMENTS

<i>Formal Education:</i>	Master's Degree required.
<i>Work Experience:</i>	5 to 7 years.
<i>Planning Scope:</i>	One to Three Years: Formal plans that exceed one year, but not three years beyond normal operational planning.
<i>Planning Level:</i>	The primary scope of planning activities in this position affects the campus.
<i>Impact on Budgets:</i>	Controlling/Major Impact: Have the major controlling/authorizing influence on decisions affecting the expense/revenues, where the impact of others is mainly advisory; have full authority to commit the work unit to a specific course of action. May have a major impact on revenue.
<i>Impact on Grant Funds:</i>	Recommending/Contributory: Have a strong, but not controlling voice in decisions on the budget; can authorize or recommend expenditures within an approved budget. Actions may have a direct contribution on the methods used to generate revenues.
<i>Impact on Revenue Generating:</i>	Recommending/Contributory: Have a strong, but not controlling voice in decisions on the budget; can authorize or recommend expenditures within an approved budget. Actions may have a direct contribution on the methods used to generate revenues.
<i>Impact of Decisions:</i>	Makes recommendations or decisions which typically affect the assigned department, but may at times affect operations, services, individuals, or activities of my campus.
<i>Complexity:</i>	Highly Complex: Work is broad in scope covering one or more complicated areas. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.
<i>Decision Making:</i>	Analytic: Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Problem Solving:</i>	Problem solving involves identification and analysis of diverse problems; answers are usually found by reviewing standard technical manuals and administrative procedures and modifying them for unusual situations.
<i>Internal Contacts:</i>	Regular contacts with internal persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or the handling of difficult personal relationships.
<i>External Contacts:</i>	Regular external contacts to carry out organization programs and to explain specialized matters, or work requiring continuing personal contact with the public involving the enforcement of laws, ordinances, policies and procedures.
<i>Level of Supervisory Responsibility:</i>	Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates for effective operation and results of the unit.
<i>Nature of Work Supervised:</i>	Nature of work supervised requires training and experience, a thorough knowledge of departmental or divisional activities, and an understanding of and appreciation for work conducted in other departments or schools/centers of HCC.
<i>Job-Related Knowledge:</i>	Advanced Professional Skills: Requires advanced knowledge of theories and practices of a professional field. Extensive knowledge of their professional discipline and a working knowledge of related fields. Understands information in several unrelated professional disciplines.
<i>Innovation/Creativity:</i>	Work requires developing imaginative and complex methods, procedures, products or systems. This is an important part of the job and results generally affect a campus within the College.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.