

The University of Texas at San Antonio

Job Description

Job Title: Financial Affairs Coordinator
Code: 19190
Salary Grade: 59
FLSA Status: Exempt
Department/Division: Financial Affairs/Business Affairs
Reports To: SIS Financial Accounting Manager

Summary

- Function: To provide skills in the accounting and reconciliation activities synchronizing the student financial system with the administrative financial accounting system.
- Scope: Responsible for coordinating activities necessary to account and allocate student tuition and fee revenue and reconcile student financial records with administrative financial and accounting records.

Duties

- Typical:
 1. Coordinates and performs reconciliations between the student financial system and administrative financial system.
 2. Provides financial support to departments including accounting reversals, clean-ups and manual refunds.
 3. Prepares reports and analyzes for accuracy.
 4. Creates and monitors codes and accounts.
 5. Processes student billings and correspondence.
 6. Provides back-up support to the SIS Financial Accounting Manager.
 7. Performs other duties as assigned.
- Periodic:
 1. Attends meetings; serves on committees.

Education

Required	Preferred
Associate's degree from an accredited institution.	Bachelor's degree from an accredited institution.

Other Requirements

Required	Preferred
Excellent written and oral communications skills including English usage and writing styles, grammar, punctuation and spelling.	Knowledge of BANNER Student Module and DEFINE Administrative System.
Demonstrated ability to organize and track projects and tasks ensuring accuracy, high quality and timely completion.	
Demonstrated ability to communicate and work effectively as a productive member of a team.	Knowledge of UTSA's tuition and fee structure.
Highly confidential	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Three years of work experience in financial services with at least one year of experience performing duties similar to those described in the position.	Experience reconciling accounting records and related student financial analysis duties.
	Experience with BANNER Student and DEFINE or comparable automated financial accounting/student financial system software.

Equipment

Required	Preferred
Personal computer, Microsoft Office Suite software and standard office equipment.	N/A

Working Conditions

Usual	Special
Normal office conditions.	Occasional evening and weekend hours.

Supervision

Received	Given
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Direct supervision and direction for new duties, determines own work methods and solves problems utilizing technical/specialized knowledge.	None.
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Accuracy

Proficiency in all phases of the duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.