



propose resolutions. Ensure that staff contacts with students and parents are handled with efficiency, accuracy and diplomacy.

- Plan and generate numerous regular and special reports from the student accounts system database. Instruct and provide training for others using the system who have less proficiency.
- Supervise, coordinate and assist with end-of-month account balancing, closing and reporting processes and a variety of account reconciliation tasks.
- Deal with a variety of outside agencies and organizations on matters pertaining to student accounts.

SUPERVISION RECEIVED

General supervision is received from the Business Manager. The Assistant Business Manager and/or other members of the Business Office management team may assign work to this position.

SUPERVISION EXERCISED

Administrative and functional supervision of the CCV student accounts administrative staff.

MINIMUM QUALIFICATIONS

Bachelor's degree in accounting, plus two to four years of relevant experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Proficiency in the Microsoft Office Suite is required as well as some experience with databases and complex computerized record systems.
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