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COORDINATOR OF STUDENT ACCOUNTS/VTC

GRADE 11

Coordinator of the Den Account C
P. 2e

- Review financial and word and refund on compliance with federal and
cooperation on police
- Confer directly with the parent regarding non-creditable
and propose on Enrollment of staff contact with the parent and ed
with efficiency accuracy and policy
- Confer regularly with the supervisor or other office staff and C
representative to coordinate and evaluate the police and
information and report the plan police and procedure
development of the reference on the parent and the account

SUPERVISION RECEIVED

Received supervision from the Director of the Den Account

SUPERVISION EXERCISED

Act as supervisor for the Account Executive office during the absence of the
Director of the Den Account

MINIMUM QUALIFICATIONS