
- Duties specific to Vermont Tech include: administer Federal Title IV Refund calculations; monitor all assigned functions/operations regularly, investigate and resolve a variety of problems and propose solutions and recommendations; assist accounts receivable with regular function and provide back-up responsibility as needed; assist with activities related to annual external audit; prepare various administrative reports on assigned functions.

SUPERVISION RECEIVED

Minimal supervision is received from Controller in conjunction with direction from the VSC CFO and Business Advisory Council.

SUPERVISION EXERCISED

Functional supervision of two to three staff.

ENVIRONMENTAL FACTORS

Duties are typically performed in a standard