

Director, Student Accounting  
University of North Texas

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Posted Jun. 6, 2022, set to expire Oct. 19, 2022

<b>Job Title</b>	Director, Student Accounting
<b>Department</b>	UNT-Student Accounting-150300
<b>Institution</b>	University of North Texas Denton, Texas
<b>Date Posted</b>	Jun. 6, 2022
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Financial Planning/Budget Management
<b>Job Website</b>	<a href="https://jobs.untsystem.edu/postings/59885">https://jobs.untsystem.edu/postings/59885</a>

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**Job Description**

**Department Summary**

Student Accounting is responsible for the assessment/billing and collection of all tuition and fees, as well as processing waiver, exemptions, third-party sponsorships, refunds, and student tax reporting. Our team is responsible for student accounts, refunds, payment processing, tuition waivers/exemptions, sponsored student billing, and university ID cards.

**Position Overview**

The position is responsible for providing strategic management and operational oversight of all student accounts receivable, payment processing (including third-party sponsors), waiver/exemption, and university ID card services within Student Accounting. The incumbent will play a key role in ensuring over \$300M (annually) in financial functions within their scope of control are executed accurately, efficiently, and in a compliant manner in order to advance services provided to students, campus partners, and the overall university. The position will be responsible for highly complex processes that have broad financial impacts to all students, divisions, departments, and the university as a whole. The

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position will report to the Assistant Vice President, Student Accounting.

#### Additional Posting Details

#### Minimum Qualifications

Bachelor's Degree in related field and seven years of closely related professional experience; or any equivalent combination of education, training, and experience.

#### Knowledge, Skills and Abilities

- Knowledge of effective managerial methods and techniques and how to establish and maintain an effective workforce.
- Ability to plan, assign and supervise the work of subordinates.
- Extensive knowledge of University policies and procedures related to functional area (or ability to rapidly assimilate).
- Extensive knowledge of Texas rules and regulations related to functional area (or ability to rapidly assimilate).
- Ability to plan and conceptualize and make sound business decisions.
- Must exercise considerable independent and professional judgment in matters of significance.
- Strong presentation skills.
- Strong problem solving skills.
- Strong critical thinking skills.
- Strong planning and project management skills.
- Ability to communicate effectively with diverse populations verbally and in writing.
- Ability to develop and maintain effective working relationships.
- Ability to work independently.
- Knowledge of safety and security precautions appropriate to work performed.

#### Preferred Qualifications

A preferred candidate will have prior experience in a student accounting/bursar's office or experience working with large-scale financial transactions in a higher education, financial, or audit environment. An optimal candidate will have extensive knowledge of University or higher education laws (federal/state), regulations, and policies/procedures related to student accounting (tuition, refunding, payment, tax reporting processes). In addition, a preferred candidate will have experience leading process improvement initiatives across teams to improve service delivery.

#### Contact Information



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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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