



Date: December 2, 2016
Title of Position: Accountant II – Student Billing
Salary: Per AFSCME Contract: Grade 16, \$847.93/week @ Step 1
Effective: January 2017

Responsibilities and Qualifications: (Please see the attached Commonwealth of Massachusetts Human Resources Division Accountant Series Classification Specification and Position Description/Form 30 for more detailed information.)

Responsibilities: Oversee the operation of student accounts including examining, analyzing, and maintaining student financial records for the purpose of giving advice or preparing statements; preparing reports such as cash receipt registers; interpreting and maintaining compliance with federal and state laws as well as college policies and procedures related to student accounts; representing the College's financial interests; and performing related work as required.

Qualifications: The ideal candidate will provide excellent service to BCC students, faculty and staff and deliver accurate and clear written and oral guidance regarding student accounts operations. The incumbent will work with both external and internal constituent groups and will represent Student Financial Services college-wide and within the greater Berkshire community.

Additional information: Source of Funding: State funded
 Area of Assignment*: Enrollment Services: Student Billing
 Supervisor*: Adam Klepetar
 Shift*: Monday through Friday, 8:00 am – 4:00 pm
 Days Off*: Saturday and Sunday

MCCC AFSCME DCE Non-Unit Full-time Part-Time

*Supervisor, area of assignment, shift, and days off are currently applicable to this position; however, these specifications are descriptive and not restrictive and are subject to change by the administration, pursuant to the applicable terms of the collective bargaining agreement.

Application Procedures: For consideration, send cover letter, resume, and a list of names and telephone numbers for three (3) recent job-related references to the Human Resources Office, Berkshire Community College, 1350 West Street, Pittsfield, MA 01201. tkozlowski@berkshirecc.edu (Internal candidates: Attach updated resume to in-house application form located in Human Resources).

Application Closing Date: **January 3, 2017.** BCC is committed to providing an inclusive learning and working environment that values the diverse backgrounds of all people and encourages applications from individuals whose experiences and perspectives model the opportunities and success derived from a college education.



Position Description, Form 30 Commonwealth of Massachusetts

Position Title: Accountant II

Department: Student Billing

Job Group: Grade 16

Functional Title (optional): Student Billing Supervisor

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES

Oversee the operation of student accounts including examining, analyzing, and maintaining student financial records for the purpose of giving advice or preparing statements; preparing reports such as cash receipt registers; interpreting and maintaining compliance with federal and state laws as well as college policies and procedures related to student accounts; representing the College's financial interests; and performing related work as required.

SUPERVISION RECEIVED (Name and title of person from whom incumbent receives direction)

Adam Klepetar, Dean of Enrollment Management & Student Success

SUPERVISION EXERCISED (Number and titles of positions directly supervised by incumbent)

1 – Accountant I

1 – work study student (if applicable)

DETAILED STATEMENT OF DUTIES AND RESPONSIBILITIES

- Train and supervise Student Billing Accountant I.
- Serve as back up to Student Billing Accountant I.
- Assist with implementation of Policies and Procedures as they relate to the Student Billing operations.
- Work with students and other departments, within and outside the Enrollment Services Division, in reconciling student accounts, resolving student billing issues, and making necessary adjustments to student records.
- Coordinate and process student billing and accounts receivables.
- Review on-line banking deposits on daily basis and research as appropriate to determine applicability to students.
- Apply waivers to student accounts.
- Disburse and reconcile student financial aid awards.
- Process student credits and refunds.
- Reconcile financial documents, records, transactions, and statements.
- Reconcile and remit student insurance including Health and Malpractice Insurances.
- Apply late fees and other miscellaneous charges to student accounts.
- Place and remove "holds" on student accounts.
- Update Student Billing Office forms as needed.
- Assist in the collection of student accounts.

QUALIFICATIONS REQUIRED AT HIRE (List knowledges, skills and abilities)

- Ability to maintain accurate records.
- Knowledge of the principals and practices of accounting.
- Ability to interpret & implement regulations related to financial operations and accountings systems.
- Ability to read and interpret documents such as financial reports, accounts, and ledgers.
Ability to analyze and determine the applicability of accounting data, draw conclusions and make appropriate recommendations.
- Ability to understand, apply, and explain Student Billing policies and procedures.
- Ability to provide good customer service.
- Ability to deal tactfully with others.

- Ability to exercise discretion in handling confidential information.
- Ability to work independently and in a team environment.
- Ability to supervise subordinate(s).
- Ability to establish and maintain harmonious working relationships with others.
- Ability to effectively use Microsoft Office, especially Excel.

QUALIFICATIONS ACQUIRED ON THE JOB (list knowledges, skills and abilities)

- Knowledge of the College's student records database.
- Knowledge of the College's Student Billing department policies and procedures.
- Knowledge of the laws, rules and regulations governing financial aid disbursements and cash management.

MINIMUM ENTRANCE REQUIREMENTS

- Applicants must have at least two years of full time, or equivalent part-time, professional experience in accounting or any equivalent combination of experience and (1) Associate's degree with a major in accounting or business administration (may be substituted for a maximum of one year of the required experience) or (2) a Bachelor's or higher degree with a major in accounting or business administration may be substituted for required experience.

LICENSE AND/OR CERTIFICATION REQUIREMENTS

Not Required

I. ACCOUNTANT SERIES:

Accountant I
Accountant II
Accountant III
Accountant IV
Accountant V

II. SUMMARY OF SERIES:

Incumbents of positions in this series examine accounting data; prepare financial statements and reports; maintain accounting records; and perform related work as required.

The basic purpose of this work is to examine, analyze, and interpret account records for the purpose of giving advice or preparing statements.

III. ORGANIZATIONAL LEVELS:

Accountant I is the entry-level professional job in this series.

Accountant II is the first-level supervisory job in this series.

Accountant III is the second-level supervisory job in this series.

Accountant IV is the third-level supervisory job in this series.

Accountant V is the fourth-level supervisory job in this series.

IV. EXAMPLES OF DUTIES COMMON TO ALL LEVELS IN SERIES:

1. Confers with agency personnel and outside agencies by telephone, in writing or in person to resolve accounting discrepancies and/or obtain statistical data and documentation for various reports and/or projects.
2. Prepares financial statements and reports and maintains accounts and records such as cash receipt registers, budgetary control, etc. to reflect financial status.
3. Reconciles financial documents, records, transactions and statements to ensure conformance with established standards.
4. Reviews agency accounting procedures to ensure conformance with established reporting requirements, etc.
5. Reviews general and appropriation ledgers to check authorizations and transfers and/or adjust out-of-balance ledgers.
6. Provides technical assistance to employees, clients, state agencies, legislators, municipal, district, and/or county officials, state agencies, legislators, and the general public to ensure compliance with agency laws, rules and regulations.
7. Performs related duties such as maintaining salary and payroll records; preparing receipt vouchers, contracts, and purchase requisitions; attending staff meetings and training sessions; responding to inquiries