JOB DESCRIPTION

Financial Specialist

Definition of Class
This is a supervisory position in which the incumbent is responsible for coordinating and supervising the daily administrative activities of the Bursar's office. Incumbent has the authority to exercise discretion and independent judgment in a wide variety of areas involving administrative operations. The incumbent coordinates the hiring activities for support staff positions within the office, and supervises tuition billings to third-party agencies.

Examples of Work Performed
Coordinates and supervises the daily administrative operations of the Bursar's office.

- Insures that customer complaints and inquiries are promptly investigated and answered. Approves exceptions to University policies and procedures. Advise students of course of action to correct any problems.

- Develops position announcements, completes necessary forms to advertise positions, screens applicants, and develops interview questions. Coordinates interviews with vacant position supervisor, makes recommendations, checks references, and completes forms to hire individuals and sends letters to non-selected applicants.

- Chairs the appeals and refunds committee. Prepares briefs for appeals and disseminates along with ballots to committee members, prepares minutes from committee meetings, oversees crediting of accounts from approved appeals, and prepares approval/denial letters.

- Acts as liaison with the College Answering Service.

- Makes policy exceptions concerning check cashing limit and bad check list.

- Insures that transactions are transmitted to bank by deadline and modifies transmissions as necessary. Develops procedures for maintenance of historical Automated Clearing House transactions.

- Monitors the transactions of banks accounts for Payroll, Financial Aid, Accounting, Accounts Payable and Bursar's Office.

- Coordinates with Financial Aid office to minimize over-awards to students and reviews financial aid advances for payment. Negotiates payment arrangements with debtors, including third-party agencies.

- Maintains Office of the Bursar website.

- Performs related or similar duties as required or assigned.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Supervises and coordinates the routine administrative operations of the office, including the hiring process for support staff positions within the office.

2. Counsels with students, parents, faculty, and staff on questions concerning University policies, procedures, tuition invoices, and monthly billing statements.
3. Maintains working relationships with banks. Coordinates Automated Clearing House banking transactions involving the Computer Center, Payroll, Human Resources, UMAA, and Accounts Payable and acts as liaison between banks and the University.

4. Oversees tuition billings to third-party agencies, foreign governments, and state prepaid programs.

5. Assists the Bursar, Assistant Bursar, and Collection Officer with various administrative matters on an ad hoc basis.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to use hands to finger, handle, or feel; and reach with hands and arms. The incumbent is occasionally required to stand; walk; sit; and stoop, kneel, crouch, or bend.

**Experience/Educational Requirements:**

- **Education:** A Bachelor's Degree from an accredited college or university.

AND

- **Experience:** One (1) year of experience related to the above described duties.

- **Substitution Statement:** Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.