



## Savannah State University Position Description – Office Manager

### ***POSITION DESCRIPTION***

Position Title: Office Manager (Student Accts Specialist II) FLSA Status: Exempt  
Reports to: Director  
Department: Financial Services  
Date Prepared: June 2003

### ***BASIC FUNCTION***

This position is multifunctional in that it maintains student accounts in Banner by posting transactions as necessary to maintain correct balances on student accounts in Banner. It also requires the ability to work one on one with faculty, staff, parents, and students on the students' Banner accounts with the ability to be flexible, adapting to multiple tasks that are assigned throughout the day.

### ***NATURE & SCOPE***

Reporting to the Director, this position monitors and maintains student account balances, providing the necessary information and documents to assist students with their accounts.

This position serves as a resource person during registration periods and assists with questions and issues related to student accounts. The incumbent runs processes required to generate student refund checks.

The incumbent serves a key role as the liaison between the University and third party vendors, and processes Consortium and PLUS loan refunds.

This position processes in excess of five million dollars in refund checks per year.

### ***PRINCIPAL ACCOUNTABILITIES***

- Maintains student accounts in Banner by posting transactions as necessary to maintain correct balances.
- Prepares and reviews all third party billings for students generated during registration and reconciles with scholarship accounts.
- Prepares accounts for collections by collectors.
- Processes refund checks and prepares accounting feeds run through for business purposes.

### ***SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED***

This position requires a four-year college degree.