



# UNIVERSITY *of* ALASKA

*Many Traditions One Alaska*

## **Position Job Duties**

533073\_Accounting Supervisor

### 25% Procurement:

Act as the Mat-Su College Purchasing Officer. Acquisition of all goods and services over \$5,000 and up to \$10,000. Review procurement requests and prepare purchase orders that are in compliance with University, State and Federal regulations. Develop specifications, solicit quotations/proposals, negotiate vendor terms/conditions, and evaluate responses and awards. Monitor vendor performance, ensure compliance with timelines, deliverables and budget requirements, resolves disputes. Review and sign vendor contracts within signature authority. Work with University of Alaska Procurement and Contract Services on purchases that exceed authority. Ensure all purchases are coded properly, funding is available and are within the intent of the budget. Maintain and reconcile procurement card as well as serve as reconciler for other procurement card holders on campus. Maintain procurement and procurement card files per UA Record Retention guidelines.

### 15% Supervision and Leadership:

Responsible for recruitment, training, scheduling and performance evaluation in all areas of supervision: Cashiering, Campus Cache (formerly Bookstore) and Copy Center. Cashiering: accepts payments for student tuition and fees, textbooks, supplies and clothing, student club deposits, agency payments and miscellaneous cash receipts; Campus Cache: oversee day to day operations of bookstore including coordinating textbooks and buybacks, selection and ordering products for resale, daily sales, physical inventory counts and year end reporting; Copy Center/Mailroom: photocopying of materials for faculty, staff and campus departments, provide incoming/outgoing postal services for campus – post mail and packages, sort and distribute

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incoming mail to campus mailboxes, ensure charge backs to appropriate departments for services via journal voucher.

Develop effective strategies and training for customer service, communication, and assigned tasks. Continuously search for streamlined process improvements and advise with campus leadership on implementation. Coordinate and review the daily work performed of the Cashiering, Campus Cache and Copy Center staff. Assist staff in balancing daily drawers, verifying deposits and cashiering sessions and resolving discrepancies. Serve as backup for all areas of supervision. Develop and maintain written procedures and policies.

### **15% Financial Aid Disbursements:**

Manage the disbursement of direct deposit, paper check, and credit card refunds for payments in excess of account charges to students in accordance with established UA Cash Management and Mat-Su College policies and procedures, as well as applicable Federal, State, agency and donor criteria. Provide training on regulations and complexities of various types of aid funds, including VA, Federal Title IV, State, private scholarships, etc. Ensure student eligibility for various funding sources by researching student accounts in Banner, verifying enrollment requirements, academic standing, and that their account is current with no active holds according to University, Federal, State, and private donor/agency regulations. Manage MSC's private donor scholarship process. Ensure private scholarship payments are timely and accurately posted to student accounts, following donor eligibility requests and University policies and procedures. Review and approve refunds processed by direct reports. Maintain department fiscal records according to established UA Record Retention guidelines. File daily work and scan records to OnBase as required. Purge records beyond retention schedules.

### **10% Customer Service:**

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Ensure the highest level of service is provided to students and other members of the University community. Provide support for the department email accounts, Campus Cache and Copy Center. Provide accurate information in a professional and courteous manner to students inquiring about their account status including charges, credits, adjustments, and payments as well as University policies and procedures. Serve as the first point of appeal for student account issues, ensuring issues are resolved in an appropriate manner. Provide support and guidance to other Administrative Services team members and the campus community as needed on other areas of responsibility. Provide information and general assistance with inquiries.

### 10% Accounts Receivable:

Coordinate Accounts Receivable efforts, including communications, late fee assessments, PFD garnishments, and other collection efforts. Monitor the billing process to ensure timeliness, accuracy, and communication with department staff and outside entities. Test and implement software and develop written procedures regarding the recording of various payment types and other aspects of University receivables. Review student account files prepared for assigning account to collection agencies.

Manage the authorization and invoicing process for external agencies sponsoring student accounts. Point of contact for agencies, donors, and students who wish to establish third-party billings. Liaise with MSC departments and other University campuses regarding student accounts, information, certification, and other required documentation for invoicing and account payments. Set up agency contracts, tuition waivers, contract exemptions, VA certifications, purchase orders, and tuition assistance forms to determine authorized tuition, fees, and books/course materials to be billed to third-party agencies and the percentage to be paid by the student. Review invoices and required supporting documentation in the format required by each agency to ensure charges comply with the contract and have been recorded accurately. Receive campus payment notifications, compile information and forward to Cashiering for posting to the



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appropriate account. Perform an analysis of past-due accounts by review of aging reports. Initiate appropriate collection activity to obtain payment. Submit quarterly analysis and description of collection effort of doubtful accounts to supervisor.

### 10% Cash Management:

Serve as the Mat-Su College's cash custodian and manage the campus change fund to ensure appropriate cash levels for the college. Establish and maintain internal and external controls within University cash functions to ensure proper safeguarding of University monies and adherence to established policies. Develop, provide, and maintain University cash handling and accounts receivable training and support to college departments. Ensure timely and accurate deposit and posting of departmental deposits, Electronic Fund Transfers (EFTs), cash, checks, and other payments made to Mat-Su College. Ensure transactions are accurate and fall within Generally Accepted Accounting Principles (GAAP), UA Cash Management and UA Statewide Accounting and Administrative policies. Audit, research, instruct and resolve problems pertaining to the interpretation of University and UA Board of Regents Policy, Generally Accepted Accounting Principles (GAAP), and UA Cash Management policies. Coordinate the charge-back process for merchants. Review and approve monthly balance sheet account reconciliations. Maintain student and Cashiering files per UA Record Retention guidelines. Provide support for campus events that involve the collection of cash, check and other payments.

### 10% Tuition and Fee Management:

Manage Mat-Su College tuition, student fees, and course fees at the schedule level in Banner. Process approved tuition and fee increases. Ensure appropriate authorizations are received and retained for each tuition and fee charge type. Monitor departments for correct usage and implementation of fees and tuition, per Board of Regents and UAA/Mat-Su College Office of Academic Affairs policies. Run error reports utilizing Banner and TOAD Data Point. Determine

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when new detail codes are required and be responsible for establishing new codes in Banner. Ensure each semester's course registration dates with corresponding refund rules, fee assessment rules, and fee minimums/maximums are set up accurately in Banner.

### 5% General Duties:

Assume responsibilities of Director of Administrative Services during absences as needed. Assists with restricted funds – establishing, monitoring, and budgeting. Assists with UA Foundation funds – establishing, monitoring and reimbursement requests. Prepare, enter and/or approve journal vouchers as needed, ensuring documentation is compliant and complete. Gather documentation in response to internal and external audit requests. Serve as primary contact for end-of-year reporting. Responsible for unclaimed property and stale-dated checks for Mat-Su College. Driving may be necessary at times to perform various job duties. Custodian of voided checks. Other projects and duties as assigned.