To: Canisius College Community  
From: Jennifer Skowron, Assistant Director of Human Resources  
Subject: Available Position

ASSISTANT DIRECTOR OF FINANCIAL SERVICES  
Student Records and Financial Services Center

Summary:  
The Assistant Director of Financial Services has the responsibility for the management of student accounts financial activities to include current student accounts and debt collection. They will ensure the receipt and disbursement of Canisius College funds managed by the Student Records and Financial Services Center. The Assistant Director of Financial Services supervises Student Services and Student Accounts Specialists. This is a full-time position which reports to the Assistant Vice President for Student Records and Financial Services.

Responsibilities:  
• Provide leadership and direction for financial student services: counsel students and families on financing/payment options, holds, billing, collections, and compliance with internal and external policies and regulations.
• Responsible for the timely and accurate processing and depositing of college-wide revenue.
• Provide leadership and direction for all using the student information and accounts receivable system.
• Hire, train, supervise and evaluate Student Services and Student Accounts Specialists.
• Manage current and past due tuition accounts, with the objective of assisting students in maintaining their enrollment while supporting the fiscal objectives of the College.
• Build and maintain adequate safeguards and controls in the billing and collection of student fees.
• Direct the review of delinquent loans and the decision making process regarding collections and the assignment of these loans to the federal government when appropriate.
• Select and work with outside collection agencies concerning account and loan placements.
• Ensure in collaboration with the SFS Systems liaison(s), that all Banner modules and processes related to AR are working effectively and efficiently including testing upgrades and implementing new functionality.
• Responsible for making presentations to current student groups, parents/guardians of potential students and students, etc.
• Oversee the compliance, collections and accounting of the Federal Perkins Loan and College Loan programs.
• Develop and implement new initiatives; lead the review and development of policies/procedures; assist in year-end, FISAP and audits.
• Understand and adhere to the Family Educational Rights and Privacy Act of 1974 (FERPA).
• Maintain the security and integrity of the student information maintained by this office.
• Perform other duties as assigned.

Qualifications:  
• Bachelor’s degree in business, accounting, finance or related field is required; Master’s degree a plus.
• Two years of experience in a higher education environment in a para-professional capacity is required.
• Experience working with a student/business information system and database is required.
• Proficient with Microsoft Suite and use information technology effectively, enhancing access to academic data in support of institutional planning and reporting, knowledge and experience with the Canisius College Ellucian System.
• Demonstrated success in implementing and improving administrative processes.
• Professional demeanor and ability to work effectively with various constituencies including: potential/incoming students and their families, current students and their families, faculty, administrators, and the general public.

Knowledge, Skills and Abilities:  
• Excellent verbal and written communication skills are required; ability to discuss aid/full pay concerns with students and/or their parent/guardian is a plus.
• Strong organizational and data entry skills and attention to detail are required.
• Ability to manage confidential, sensitive data and adapt to changing processes and policies are essential.
• Ability to manage multiple activities and meet deadlines.
• Knowledge of Banner student account, financial aid and general ledger areas is a plus.
• Technical and functional knowledge of computerized billing and accounts receivable systems is a plus.
• Knowledge of federal disbursement, refund, and cash-handling rules is a plus.
• Knowledge of federal regulations regarding Title IV and private loans and proven track record on compliance is a plus.

Application materials will be accepted until May 5, 2016 - Send letter of interest, resume, and internal application (please put SRFS in subject line of email) to hr@canisius.edu or campus mail to HR, Bagen Hall, Room 108.

Canisius College is an independent, co-educational, medium sized institution of higher education conducted in the Catholic and Jesuit tradition. Minority candidates strongly encouraged to apply. Canisius College is an Equal Opportunity Employer.