



## **Financial Analyst - Business Office Regular Full-Time Position**

### **General Description**

The Financial Analyst reports to the Director of Accounting Services and supervises clerical employees of Accounts Receivable in the billing and collection of accounts receivable. Responsibilities include serving as financial liaison with the Education Division at Fort Campbell, coordinating the business office role for APSU at Fort Campbell, disbursing and/or refunding student financial aid, reconciling accounts receivable balances on SIS with FRS, and assisting in the preparation of annual financial reports.

### **Primary Duties and Responsibilities**

- Coordinate with and supervise clerical staff of Accounts Receivable in all activities related to placing charges on accounts, correcting entries, preparing refund and balance checks, disbursing student financial aid, preparing billings, processing third party transactions, and other related tasks.
- On a daily basis, respond to inquiries from students pertaining to account balances, providing backup to support charges, and making corrections as needed.
- Contact students, faculty, staff, and outside agencies to obtain or clarify information needed about accounts.
- Reconcile SIS accounts receivable balances and related account controls with FRS on monthly basis. Prepare corrections as needed.
- Supervise preparation and distribution of fee and billing statements to students, faculty, staff, and third party sponsors on a regularly scheduled basis.
- Supervise preparation of accounts to be submitted to collection agencies or to be written off as uncollectible. Maintain all necessary supporting documentation.
- Coordinate registration activities for APSU at Fort Campbell and serve as liaison with Fort Campbell Education Division.
- Develop/design computer programs/spreadsheets to facilitate reporting functions for accounts receivable.
- Assist with on-campus and Fort Campbell registrations.
- Relative to accounts receivable, perform year-end closing activities and assist in preparation of annual financial statements.
- Perform other related job duties and special projects as directed.

### **Essential Functions**

- Ability to learn and follow Tennessee Board of Regents and APSU policies and procedures.
- Ability to effectively supervise staff and work harmoniously with others.
- Ability to accurately apply fund accounting principles and read and understand financial reports.
- Ability to learn and effectively use SCT's SIS and FRS computer systems.
- Ability to communicate effectively.
- Ability to plan, prioritize, and meet deadlines.
- Ability to analyze situations and take appropriate action.

### **Qualifications**

Bachelor's degree in accounting or related field, four years of relevant experience preferably in receivables or collections, computer proficiency, and supervisory experience required. Previous experience in higher education accounting and with SCT's SIS and FRS computer systems is beneficial.