

Wright State University
CLASSIFIED JOB SPECIFICATION
Fee Payment & Deposit Coordinator

I. JOB INFORMATION

Job Title: Fee Payment & Deposit Coordinator (CS 05)

Job Class: 12116 **FLSA Status:** Non-Exempt

II. JOB SUMMARY

Under general direction and in accordance with established policies and procedures, performs a variety of duties and tasks associated with the supervision of the fee payment and deposit functions. These functions include petty cash and Wright 1Card deposits/refunds, as well as receiving and disbursing federal, state and institutional financial aid.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Processes student loans (e.g. downloads loans from lender, enters loans not received, audits student accounts, pays off student accounts, and follows-up on loans not available).
- Requests refund checks for student loan returns and returns loans to the lender.
- Processes charge card reconciliation (e.g. inputs various card charges, summarizes reports onto spreadsheets, requests batch summary reports, reconciles bank information with BARS information, researches any discrepancies).
- Supervises other staff members (e.g. addresses questions/concerns, corrects errors, approves deposits, coordinates lunch /work schedules, approves time cards, handles personnel issues, serves as a back up for other staff).

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

Two years of post-secondary education and two years of (FT) related work experience OR, a high school diploma or GED and four years of (FT) related work experience. A bachelor's degree in a related field may be substituted for the required work experience. Previous supervisory experience. Excellent verbal/communication skills. Budget management experience. Ability to calculate whole numbers, decimals, fractions and percentages. Ability to calculate simple and compound interest. Thorough knowledge and skills to utilize current office equipment and a variety of complex software packages. Ability to maintain accurate records.

V. WORKING CONDITIONS

Typical office environment.

VI. WSU TESTING/EXAMINATIONS REQUIRED

None

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

None

VIII. JOB SERIES

12110

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.