

JOB DESCRIPTION:	Financial Services Project Specialist		
DEPARTMENT:	Fiscal Affairs		
REPORT TO:	Executive Director of Fiscal Affairs		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	#430160	DATE APPROVED:	11-FEB-2021
		DATE MODIFIED:	11-JUN-2025

SUMMARY: Performs a variety of functions in the billing and collection of accounts receivable and other related activities.

DUTIES:

1. Provides guidelines and procedures in all activities related to departmental account revenues.
2. Investigates errors and assists in resolving problems in daily reconciliation of Banner AR, finance, credit card payments and various clearing accounts.
3. Assists in determining dates for fee payment deadlines, financial aid disbursement refunds, non-payment and non-confirmed student purges, direct deposit, tuition calculation and registration billing.
4. Prepares miscellaneous month-end and year-end reports in preparation of annual financial statements. Prepares year-end and new-year set up for accounts receivable.
5. Answers questions, provides assistance and resolves problems for students, parents, banks and student loan borrowers, third party agencies and university personnel.
6. Responds to inquiries from students, staff and faculty pertaining to account balances, providing data to support charges and making corrections as required.
7. Prepares and enters journal entries, prepares and runs population selection processes and prepares and runs job submissions in Banner. Prepares month-end and year end reports in preparation for financial statements.
8. Plans and coordinates Business Office activities regarding all student registration events to include, but not limited to, Third Party Orientation and First Year Orientations.
9. Oversees the organization of training programs for the Business Office for both staff/faculty as well as students.
10. Oversees the maintenance and revision to various Business and Card Service Office correspondence, catalog updates, website updates and external services. Oversees the schedules and functions of Business Office staff and student worker positions.
11. Performs other duties as assigned.

REQUIREMENTS:

1. **Education/Background:** Bachelor's degree in Accounting/Business or related field, or Associate's degree plus 3 years of related experience, or High School Diploma or GED with 5 years of related experience required. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Must have solid demonstrated knowledge of accounting transactions, practices and procedures as well as related federal, state and local laws and regulations. Must be knowledgeable of University policies, procedures and regulations regarding accounting functions. Must be able to handle multiple deadlines and maintain accuracy. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications, accounting and banking techniques and systems. Knowledge of customer service principles, practices and techniques. Knowledge in Banner systems preferred.

3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)