

University of Houston – Clear Lake

Position Description

Job Title: **Director, Cash & Collections**

Job Code: **2273**

Pay Grade: **060**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree or equivalent	
Experience	Three to five years bank and/or general accounting. Two years supervisory experience.	Hands on experience with PeopleSoft Student Financial.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Supervise the cash operation of the university and Pearland Campus. Collect all tuition and fees for the university. Supervise all refunds and accounts receivables. Reconcile credit card deposits during registration. Prepare contract billings. Reconcile all Cashier Office accounts. Application lead for PeopleSoft Student Financials. Responsibilities include, all set up, testing, upgrades, and troubleshooting of student accounts.

Duties and responsibilities	% Time
PeopleSoft Student Financials	40
Cash operation of university and Pearland Campus	30
Collection of tuition and fees	10
Account reconciliations and contract billing	10
Student/staff problems	10

This position description describes the general qualifications, duties and responsibilities of work being performed.