

Sul Ross State University

Position Description

Official Title: Director of Business Services/RGC

Salary Group: Unclassified (8) **Job Code:** 1802

Summary

Function: Responsible for the overall business services and projects of Rio Grande College in conjunction with established university policies and procedures and as assigned by the Vice President for Budget and Finance.

Scope: Responsible for compliance with Administrative Policy, Rules and Regulations, Texas State University System and State law in the performance of duties assigned.

Duties

Essential: Manage the accounting/cashiering functions, student accounts receivable collections; travel reimbursement, purchasing, human resources, property inventory, fleet vehicles, mailroom and receiving, RGC facilities use requests approvals and work order coordination with SWTJC; scheduling, training and supervising of student workers at the Person of First Contact desk, PAN proctor contact/scheduler, Del Rio Campus Manager and serves as RGC Title IX Deputy Coordinator functions of the Rio Grande College. Maintains the human resources records of faculty, staff and student employees; approves purchase requisitions for department; reviews and approves department travel applications and vouchers; assists in the preparation of the legislative appropriation request for the Rio Grande College; works with the Vice President of Budget & Finance, Accounting Director, Senior Manager of Accounting Services, Human Resources, and Purchasing Directors and Property Inventory Coordinator of the University to establish work flows and provide a system of internal controls; coordinate the leasing of facilities for the use of the Rio Grande College; hires, trains, schedules and supervises Business Services staff, assigns duties, monitors progress, reviews and evaluates results.

Prepares and monitors department budget. Oversees the interdepartmental transfers of expenses to corresponding departments. Reviews monthly university credit card reconciliation interdepartmental transfer report. Responsible for procuring the copier, postage meter contracts and bulk copier paper order for all RGC departments. Responsible for compiling the student non-payment drop list every semester. Approves students' repayment agreements. Sets and removes student payment holds. Reviews tuition and fees tables every semester. Oversees cashiers' offices and generates reports for the collection of tuition and fees and other receivables. Conducts cash audits to monitor cash handling procedures. Reviews petty cash requests and monthly university credit card requisitions. Reviews student tuition exemptions, waiver forms and billings.

Assists in the formulation and interpretation of human resources policies and procedures. Coordinates RGC staff training with HR and Budget & Finance staff from the Alpine campus. Approves department leave requests; assists with new hire and exit interviews when needed; assists with employee disciplinary actions as requested by departments; assists with compiling employee training requirements and all employee evaluations for RGC. Oversees human resources records management for RGC employees including personnel actions, benefit program, timesheets and leave records; handles employee grievance procedures for RGC and other employee concerns, prepares/revises job descriptions for Business Services Department and assists other department supervisors with theirs.

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Responds to inquiries, provides information, and detail reports to Vice President of Budget and Finance, RGC department heads, faculty, staff and students. Prepares and reviews the Business Services sections of the schedule of classes and academic calendar. Assists in involvement in local community events and activities, participates in local Chamber of Commerce events as feasible. Promotes educational opportunities and goodwill in the local community. Coordinates special functions; other duties as assigned; based in Del Rio. Department heads are responsible for content and maintenance of their department web pages. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: Other duties as designated from time to time by the Vice President for Budget and Finance, Dean or other University administrators.

Supervision

Received: Reports to Vice President for Budget and Finance for functional responsibilities in coordination with the Controller, Human Resources and Purchasing Directors.

Given: Supervises Business Services Assistants in Del Rio, Eagle Pass and Uvalde. Supervises the Business Services Specialist in Del Rio.

Education

Required: B.B.A.

Preferred: CPA or MBA

Experience

Required: Three years supervisory experience; experience with accounting, ~~personnel~~ human resources, purchasing, inventory, and cashiering operations.

Preferred: Experience in state-supported public institution

Equipment/Skills

Required: Computer skills; effective oral and written communication skills; ability to relate to students in a multicultural environment.

Working Conditions

Usual: Normal office conditions; some travel required; exempt from overtime provisions. Position is Security Sensitive.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised July 12, 2019