



## **Director of Student Financial Services**

FMCC is seeking candidates for a full-time Director of Student Financial Services. This position is responsible for managing our Student Financial Services team and will handle activities related to Financial Aid and Student Accounts.

### MINIMUM QUALIFICATIONS:

- Bachelor's Degree required; Master's Degree preferred
- Three years of supervisory experience, preferably in an institution of higher education.
- Experience with automated accounting systems or student information systems.
- Working knowledge of state and federal laws regulating student financial aid programs strongly preferred.
- Have superior customer service skills, friendly, sociable, and open-minded.
- Excellent organizational skills, detail oriented and ability to multi-task and manage priorities.

### PRIMARY FUNCTIONS:

1. Manage all Student Financial Services activities including: student billing and collection efforts; recording and depositing cash receipts; county chargeback billing; drawdown, disbursement, refunding, and reconciliation of student financial aid; and other core functions.
2. Maintain a current and comprehensive Student Financial Services procedure manual. Ensure compliance to internal control policies and procedures.
3. Responsible for department staffing, including supervision and evaluation.
4. Ability to serve as liaison with other campus departments and provide timely and appropriate coordination of Student Financial Services activities.
5. Participate in administrative committees, which includes planning and assessment activities and other initiatives as needed.
6. Assist with audit preparation and all other work as assigned by the Vice President for Administration and Finance.

For full consideration, please email cover letter and resume to [admin1@fmcc.edu](mailto:admin1@fmcc.edu).

**Salary/Benefits:** Starting salary for this position is \$68,000. This position has an excellent benefits package including NYS Retirement Plan and a generous amount of paid time off.

***FMCC is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran, or disability status. The Civil Rights Compliance Coordinators have been designated to handle inquiries regarding non-discrimination policies and can be contacted at: Human Resources, 2805 State Hwy 67, Johnstown N.Y. 12095 Tel: 518-736-3622 Ext. 8404.***