



SOUTHWEST
TEXAS★COLLEGE

HUMAN RESOURCES
EMPLOYMENT OPPORTUNITY

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Title: Business Office Manager

Campus: Uvalde

Job ID: 252660710101

Closing Date: Until Filled

Job Duties: The Business Office Manager oversees the daily operations of the college's business office, ensuring efficient financial process, compliance with regulations, and high-quality service to students, faculty, and staff. This role manages accounting functions, student billing, accounts receivable/payable, and financial reporting while supporting the institution's mission of accessible education.

Classification: Full-time, Exempt

Department: Business Office

Salary: Professional Schedule Group III; twelve-month position.

Other Benefits: Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

QUALIFICATIONS

Education: Bachelor's degree in Accounting, Finance, or Business Administration, or equivalent years of experience in related field.

Experience & Training: Three to five (3–5) years of experience in accounting or financial management required. Experience in higher education or public sector and supervisory experience preferred.

Additional Qualification Requirements: Strong knowledge of accounting principles and financial systems. Excellent leadership and team management skills. High attention to detail and accuracy. Strong communication and customer service skills. Ability to interpret and apply financial regulations. Proficiency with financial software and ERP systems (e.g., Colleague). Problem-solving and decision-making abilities. Ability to maintain confidentiality of sensitive financial and student. The candidate must be authorized to work in the U.S., provide verifiable credentials, and successfully complete the background checks specified for the position. Must have a valid driver's license and be insurable through SWTX insurers. Travel is required to other locations served by the college.