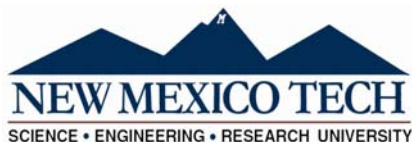


Posted: November 26, 2019



POSITION ANNOUNCEMENT

TITLE: BURSAR

DEPT: BUSINESS OFFICE

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$65,520 - \$82,160

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

INTERNAL POSTING THROUGH: December 6, 2019* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

Under general supervision of the Controller, the Bursar manages the daily functions of the accounts receivable system for the University. Manages and coordinates activities of the cashiers, the collection of monies due to the University, and for disbursements payable by the University. Oversee the Student Accounts Office, Cashiers, and non-Resident Alien functions. Ensures the University is in compliance with federal and state regulations related to the Student functions. Coordinate with the Financial Aid Office, Registrars, and Auxiliaries on student related transactions. Oversee the activities of Cashiers, Student Accounts, and NRA ensuring the accuracy and integrity of the University's student accounting records and compliance with University, State and Federal policies and regulations. Maintain internal control and safeguards of the University. Oversee the supervision of personnel, which includes work allocation, training, enforcement of internal procedures and controls, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance. Coordinates all activities related to student and third party billing; refunds overpayments to students in accordance with University established policies and procedures. Assist with the development and implementation of policies and procedures for the Bursar's Office. Ensuring compliance with state and federal regulations, including but not limited to Title IV regulations, tax regulations, Red Flag rules, Truth in Lending Act Rules, and Federal Trade Commissions (FTC) regulations such as Fair Debt Collections Practices Act. Oversee the maintenance of accounts receivable system software to include Banner, TouchNet and NRA software. Oversee the year-end IRS mandated statements on a timely basis including 1098T and 1042 tax forms. Responsible for troubleshooting daily issues and proactively identify weaknesses in processes and provide recommendations for continuous improvement. Play a key role in special project implementation of new systems and procedures. Coordinates with Admissions, Financial Aid, Registrars, and other student offices in the support of the University's mission. Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses as required. Facilitates a work environment that encourages learning.

REQUIRED QUALIFICATIONS:

Bachelor's degree required in business or related field required. Five years accounting experience, including financial aid, student accounts, and development of procedures or similar required. Strong oral and written communication skills required. Supervisory experience required. Professional disposition with clear and effective communication skills and good independent judgment. As well as the ability to maintain strict confidentiality required. Experience in a university setting required. Must be proficient in Microsoft Office applications, especially Excel required. Ability to work independently on assigned projects required. Master's in Accounting desired. Three years (or more) directly related higher education experience desired. Banner, TouchNet, and Argos experience or similar systems desired.