Human Resource Services

Annual Salary Range:$49,419.00 - $52,342.50 Status: Exempt Position No:

Bursar

PURPOSE OF THE JOB

This description may not include all of the duties, knowledge, skills or abilities associated with this position.

Responsible for managing all aspects of the University's student billing and collection cycle and directing the day-to-day operational, financial and personnel activities for the Students Accounts and Cashiering Offices. Manage assessment and collection of tuition and fees and disbursement of financial aid.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

(What duties are required for the position to exist? Estimate the percentage of time spent in each.)

50%	Direct the overall operations of the Student Accounts Office, which includes managing student billing and collection cycle for tuition and fees, room/board and other charges and cashiering functions. Manage on-line accounts, billing/receivable system, work with outside collection agencies; state intercept, and third-party payers, reconcile financial transactions and analyze accounts.
15%	Provide direction and maintain process and system integrity for all aspects related to student accounts activities.
15%	Encourage customer-oriented staff interaction with students, parents, and Administrators. Establish and maintain cooperative working relationships within a diverse, multicultural environment. Contribute to the successful delivery of service in keeping with the University's goals
5%	Interact with internal and external auditors, participates in auditing projects, or provides information and access to accounting records as required.
5%	Oversee the maintenance and reconciliation of the subsidiary ledgers for student accounts receivables and notes receivables, deposits and related balances to general ledger. Assists Controller in account analysis and audit support.
5%	Oversee the financial administration of federal aid programs and other third-party payments.
5%	Revise, update, or write procedural documentation and information for distribution to the Lincoln University population. Serve as member of the Controller's management team and complete special assignments as required by the Controller

OTHER DUTIES AND RESPONSIBILITIES

(Responsibilities/important duties performed occasionally or in addition to the essential duties of the position.)

Facilitate staff meetings, develop and implement campus-wide partnerships and collaborative efforts, collaborate with other departments to ensure delivery of quality services, develop, delegate, and monitor departmental goals, objectives, and programs to ensure timely completion.

Work consists of widely varied duties, which are significantly different in nature. Work varies from executing accounting functions to tracking and controlling student information to building positive customer rapport.

Work decisions require high levels of analytical skill and/or imagination to develop solutions or establish new practices or procedures to meet new or changed situations.

SUPERVISORY RESPONSIBILITIES

(Provide the number and type of employees supervised, level of authority to hire and make recommendations to fire.)

Bursar will have supervisory responsibility for two Student Accounts Coordinators and two Financial Services Assistant;

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

(Indicate which are required, preferred, or desirable. Include licenses and certifications.)

Must have a strong understanding of internal control and other accounting principles;
Must have the ability to review and revise procedures for the department with an understanding of how it fits within the University;
Must have a high level of comfort with improvement and change;

EDUCATION AND EXPERIENCE

(Indicate which are required, preferred, or desired.)

Bachelor's degree in accounting, business or related fields is required;
Must have at least 3 years experience in managing and directing accounts receivable functions with proven track record of increasing responsibility;
Proven ability to supervise and train staff required;
Strong IT expertise and training capabilities required;
Experience working with integrated accounts receivable system required;
Work experience in higher education preferred;
Experience with Datatel's Colleague system preferred;
Knowledge of financial aid regulations preferred;
Knowledge of state and federal regulations regarding collections preferred;
Initiative and strong sense of professionalism required;
Excellent written and verbal communication and customer service skills required;
Proven organizational and motivational skills and the ability to prioritize/delegate and deal with a variety of tasks and situations on an ongoing basis;
Ability to work effectively in a fast-paced, deadline driven environment required;

FISCAL RESPONSIBILITY

(Budgeting responsibilities, approval privileges on purchase orders and check requests, reporting and auditing functions).

As related to the Knowledge and Skills area above;

EXTENT OF PUBLIC CONTACT

(Within and outside the University)

Must be able to communicate effectively with internal and external entities;

PHYSICAL DEMANDS

(Walking, lifting, equipment, operation, etc.)

1. Ability to sit at a workstation for extended periods
2. Occasional ability to lift, carry, and put away parcels weighing up to 25 pounds
3. Normal physical mobility, which includes movement from place to place on the job taking distance and speed into account
4. Normal physical agility, which includes ability to maneuver body while in place
5. Normal physical strength to handle routine office materials and tools
6. Normal dexterity of hands and fingers; Normal endurance
7. Normal coordination, including eye-hand, hand-foot

WORKING CONDITIONS AND ENVIRONMENT

(Necessary traveling, unusual work hours, unusual environmental conditions, etc.)

Normal 40 hours work week (8 am – 5 pm during regular class sessions; 7:30 am – 6 pm during summer work hours).

The work environment involves everyday risks or discomforts which requires normal safety precautions typical of such places as offices, meeting and training rooms.

Overtime work may be required on occasions, dependent on workload and work objectives.

Travel on occasion may be required as it relates to position's responsibilities;

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The functions, qualifications, knowledge/skills, and physical requirements listed in this job description represent the essential duties of the job, which the incumbent must be able to perform either with or without reasonable accommodation. The Job Functions listed do not necessarily include all activities that the individual may perform and, should not be considered an all-inclusive listing of the job requirements.