CLASS TITLE: BURSAR

BASIC FUNCTION:

Under general supervision, a Bursar oversees the day-to-day operations of the college cashiering function, including cashing, billing, and receivables. Additionally, a Bursar performs a variety of accounting duties related to the preparation, maintenance, and review of financial records.

REPRESENTATIVE DUTIES:

Manage the operations and activities of the college cashiering functions, including billing and the collection of student fees, and student/vendor accounts receivables in accordance with appropriate regulations and established District policies and procedures; coordinate the activities of the cashier window, including receiving payments, distributing checks, and providing information.

Ensure proper recording and accountability of financial transactions for registration fees, refunds, billings, waivers, student/vendor accounts receivable, collections, student payment plans, and department/trust account deposits.

Collect, record, reconcile, and audit deposits from trust accounts, petty cash account, change fund, parking permit sales, daily parking machine collections, and student billing.

Audit student fee refund claims; process checks for payment; prepare and submit reports of transactions to the District office.

Prepare and maintain various accounting records and report collection of campus registration fees and other funds from students and departments; deposit funds and submit end-of-day reconciliation reports to the District office.

Monitor and control the petty cash fund kept in the Bursar’s office; audit reimbursement requests and replenish funds when needed.

Ensure the safety of college change funds kept in the Bursar’s office by keeping monies secure from unauthorized access.

Audit, post, and invoice enrollment charges to third-party agencies providing financial assistance to district students; assist in the collection of outstanding payments.

Process and maintain business office holds on student records.

Establish, monitor, and maintain internal controls to safeguard college resources; ensure compliance with college, state, and federal regulations and standard accounting procedures.

Compile information and data to prepare a variety of records and reports related to the collection and disbursement of fees and monies.

Established March 2012
BURSAR (continued)

Reconcile credit card transactions, bank deposits, departmental receipts, disbursements, and currency; support and assist assigned staff in ensuring all transactions are balanced.  

Troubleshoot processing problems and suggest possible solutions; provide information to students, college and District personnel regarding various records, accounts or fees; resolve issues including student fee disputes.  

Select, train, and evaluate assigned personnel; prepare work schedules for assigned employees; assign employee duties and review work to ensure accuracy, completeness, and compliance with established policies and procedures; administer progressive discipline when warranted.  

Perform related duties as assigned.  

E  =  Essential Duties

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Accounting and auditing principles, practices, and procedures
Financial, statistical, and fiscal record-keeping principles
Common accounting-related data processing applications
Modern office practices, procedures and equipment
District organization, operations, policies, and objectives
Principles and practices of supervision and training
Principles and practices of cashiering and cash control
State regulations and District policies, rules, and procedures applicable to the assigned area of responsibility
Principles and practices of supervision
Modern office applications, practices, and procedures, including common office productivity software

ABILITY TO:

Maintain fiscal files, records, and documentation
Perform technical accounting work in the preparation, maintenance and review of District financial records, accounts, and reports
Interpret, apply, and explain compliance with applicable District policies, procedures and governmental regulations
Balance and reconcile accounts
Prepare financial records, reports, and statements
Process and record accounting transactions accurately
Operate a variety of office equipment and machines including a calculator, computer, and supporting word processing, spreadsheet, and database applications
Interpret, apply and explain compliance with applicable governmental regulations and District policies and procedures
Prepare clear and concise financial documents, statements, and reports
Identify technical accounting and operational issues and opportunities, analyze problems, and develop sound conclusions and recommendations
Establish and maintain cooperative and effective working relationships with others
BURSAR (continued)

Communicate effectively, both orally and in writing
Train, supervise, and evaluate personnel
Plan and organize work to meet schedules and time lines
Work independently with little direction
Perform basic arithmetic calculations quickly and accurately

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Education: An associate degree in accounting or a related field

Experience: Four years of technical accounting experience and two years of cashiering experience in a retail, banking, or education environment. Supervisory experience is preferred.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

PHYSICAL ABILITIES:

Sitting and operating a keyboard to enter data into a computer terminal for extended periods of time
Dexterity of hands and fingers to operate a computer terminal and standard office equipment
Reaching overhead, above the shoulders, and horizontally and bending at the waist to maintain files
Hearing and speaking to exchange information on the telephone or in person
Seeing to ensure entries are recorded accurately

HAZARDS:

Extended viewing of computer monitor