

ALLEN UNIVERSITY

POSITION DESCRIPTION

JOB TITLE: Bursar

REPORT DIRECTLY TO: Assistant Vice-President of Fiscal Affairs

OBJECTIVE: Responsible for coordinating and managing all functions related to the receipt of University funds, including the collection, accountability and deposit of all payments from students in an accurate and timely manner as well as maintaining a good check and balance on daily cash receipts. Customer service will also be a key as this position requires answering and assisting students and parents with questions, including but not limited to, student account balances, check availability, cost of attendance, etc.

ESSENTIAL JOB FUNCTIONS:

- Manages the University's depository operation to include the collection of student accounts receivable through the school, outside payment plans and collection agencies
- Process student payments and other cash receipts on a daily basis (cash, checks, credit cards) and post to the Account Receivable (AR) and/or General Ledger (GL) systems
- Ensure student accounts are current and that charges, aids and payments are posted accurately
- Monitor student credit balances and prepare student check request forms to ensure refunds are processed timely
- Manage payment plans of active students to include initiating collection calls and sending out monthly statements. Prepare a monthly report of payment plans for the VP of Fiscal Affairs
- Prepare and maintain code tables, assessment rules and the billing module
- Settle credit card transactions on a daily basis
- Prepare and balance cash drawer at the end of each day
- Prepare and reconcile all cash receipts at the end of the day to the AR and GL postings to ensure completeness and accuracy
- Prepare bank deposits at the end of each day and coordinate daily bank runs
- Assist and coordinate with other departments (Admissions, Registrar, Financial Aid) relating to application fees, refunds, registrations, tuition payments, etc.
- Monitor and supervise the Perkins Loan Program
- Create and distribute student account/billing statements sent out each semester
- Performs other duties as assigned

Requirements

Minimum Qualifications

Bachelor's degree from an accredited institution

Must have 4 years of experience in business, accounting, or related field of study

Proficient in Microsoft Office

Jenzabar experience a plus