



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Assistant Bursar
POSITION NO.	502260
LOCATION	Warwick Campus; Will be required, as necessary, to travel to work at other locations.
REPORTS TO	Bursar
GRADE/PSA 12	
WORK SCHEDULE	Non-standard; 35 hours per week
SUPERVISION	Assigned clerical, fiscal and/or technical employees and student help and assist in the training of new employees concerning office procedures and the personnel policies pertaining to employees under supervision.
LIMITATION (if applicable)	Subject to renewal after annual review.
REVISION DATE	Aug 2012

JOB SUMMARY:

To be responsible for the efficient and effective organization and operation of all functions of the billing, collection, deposit, disbursement and record maintenance of student and other related monies at the Knight Campus and as required at other locations.

DUTIES AND RESPONSIBILITIES:

- Under the direction of the Bursar supervise, organize, perform the billing, collection, deposit, disbursement and record maintenance of tuition and fees and other College and student related funds; participate in the establishment of policies/procedures regarding the above activities.
- Coordinate and supervise the monetary aspects of in-person registration and adjustment period at the Warwick Campus and as required at other locations.
- Participate in the maintenance of accurate financial records so as to facilitate information flow between the Bursar's Office and the Business, Accounting, Enrollment Services and other offices throughout the College, ensure coordination of functions with related offices.
- Participate in the reconciliation of the Bursar's Office records with those of the Accounting Office to ensure complete agreement of billing, receipts, disbursements and outstanding receivable records.
- Review deposits and transaction logs of the senior tellers for accuracy, proper documentation, and to insure specific policies and procedures are followed.
- Research and develop billing, refunding and compliance procedures for all third-party sponsors including but not limited to; VA/DoD and other governmental agencies.
- Develop and maintain record imaging system utilizing BDMS Banner.
- Process write-offs as needed.
- Process withdrawal calculations for all students who receive financial aid.
- Manage receipt and posting of all student loan funds for the College.
- Provide training to staff members related to 1098T forms (re: Taxpayer Relief Act) as well as enhancements to the Banner system as needed.
- Prepare and constantly update the Bursar's Office Procedures Manual.
- Prepare and/or supervise the preparation of the daily journal entry forms, receipt transmittal vouchers, and the monthly statements concerning checking account reconciliation and coordinate these functions with other campus.
- Deal directly with students or others to resolve all problems and complaints concerning student accounts.

- When required, assume full responsibility of the, Warwick campus, in the absence of the Bursar.
- Perform other related duties as assigned.

LICENSES, TOOLS, AND EQUIPMENT:

N/A

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Associate degree in Business Administration or Accounting
- At least five years of experience dealing with the collection and disbursement of funds required, preferably in a college setting
- At least three years of experience in supervising a staff composed of at least two full-time employees involved in the billing, collection, disbursement and record maintenance functions of a multi-million-dollar operation
- One year of experience working with an on-line, integrated financial computer system
- Must be a self-starter with the ability to organize and coordinate large workloads in a timely and effective manner
- Must have strong interpersonal skills
- Must be able to establish and maintain positive and productive working relationships within the office and with all other members of the College community, as well as with other State offices and external agencies
- It is essential for the successful candidate to be able to handle problem customers and or situations in a professional, composed and effective manner
- Strong oral and written communication skills
- Or, any combination of education and experience that is substantially equivalent to the above qualifications

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.