

## BURSAR SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>	<u>Last Action</u>
0629	Assistant Bursar	01	352	6 mo.	06/30/07	Rev.
0628	Bursar	01	352	12 mo.	06/30/07	Rev.

### Promotional Line: 196

#### Series Narrative

Employees in this series administer the collection and deposit of all university receipts and manage a bursar's office.

#### DESCRIPTIONS OF LEVELS OF WORK

##### Level I: Assistant Bursar 0629

Employees at this level assist in the collection and deposit of all university receipts and assist in the general management of a bursar's office. They work under supervision from the bursar.

An Assistant Bursar typically –

1. directs a large office staff, as delegated by the bursar
2. handles correspondence
3. assists in the supervision of the collection and deposit of all money due the university
4. assists in the administration of fee collections, gifts for educational purposes, and gifts for use of students
5. confers with faculty, staff, and students on fiscal matters
6. acts for the bursar in the administration of office procedures and procurements
7. performs other related duties as assigned

##### Level II: Bursar 0628

Employees at this level are responsible for the collection and deposit of all university receipts and for the management of a bursar's office. They work under administrative supervision from a designated administrative official.

A Bursar typically –

1. supervises the collection and deposit of all money due the university
2. directs the administration of fee collections
3. administers office procedures and procurements
4. establishes policies and procedures in accordance with university regulations

5. directs, supervises, and coordinates the work of a large office staff
6. performs other related duties as required

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

**Level I: Assistant Bursar**

**0629**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Bachelor's degree with course work in accounting and business administration
2. four years of experience in business administration or in the management of a large office staff, two years of which were in an administrative or supervisory capacity

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of methods and techniques required in the collection of and the accounting for money
2. knowledge of statutes governing financial control in the university
3. ability to direct a large office force and work effectively with faculty, students, and the public
4. integrity
5. initiative and good judgment

**Level II: Bursar**

**0628**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Bachelor's degree in accountancy or business administration
2. five years of experience in business administration or in the management of a large office, three years of which were in an administrative or supervisory capacity

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of methods and techniques required in the collection of and the accounting for money
2. knowledge of statutes governing financial control in a university
3. ability to direct a large office staff
4. ability to work effectively with faculty, students, and the public
5. integrity
6. initiative and good judgment