

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>
0629	Assistant Bursar	01	352	6 mo.	00/00/00
0628	Bursar	01	352	12 mo.	00/00/00

Promotional Line: ???

Series Narrative

Employees in this series administer the collection and deposit of all university receipts.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Assistant Bursar

0629

Employees assist in the collection and deposit of all university receipts and assist in the general management of a Bursar's Office. These employees function in the areas of account supervision, office procedures and procurements, communication, and technology management.

An Assistant Bursar typically –

1. assists in the supervision of the collection and deposit of all funds due the university.
2. assists in the administration of fee collections, collection of gifts.
3. assists in managing Bursar Office accounts, prepares reports for all areas of collections.
4. assists the Bursar in the administration of office procedures and procurements, develop, update, and implement operational policies and procedures.
5. assists the Bursar in assuring collection procedures comply with University, State and Federal regulations, interpret and enforce university policies and procedures
6. provide authoritative information to other offices and agencies regarding student and commercial receivable accounts and the policies that govern these accounts.
7. interviews, selects, hires, trains, and supervises employees, assigns and monitors work assignments, conducts performance appraisals and takes disciplinary action.
8. performs communication functions, which include, customer service functions, explanation of policies and procedures, act as liaison between campus departments and Bursar Office reviews various office procedures, resolves customer problems and complaints.
9. works with Information Technology Services personnel to enhance computer programs and reports and to develop new/revised reports.
10. performs other related duties as assigned.

Level II: Bursar**0628**

Employees at this level are responsible for the operations of the Bursar's office and developing policies and procedures for the collection and deposit of all University receipts and the billing and collection of all university receipts.

A Bursar typically –

1. supervises the collection and deposit of all funds due the university.
2. directs the administration of fee collections.
3. administers office procedures and procurements.
4. establishes policies and procedures and develops systems or operating changes in accordance with University, State, and Federal regulations.
5. directs, and coordinates the work of a large office staff
6. performs duties consistent with the Assistant Bursar classification.
7. 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 in accounting, business administration, or closely related field.
2. Two years experience in business administration or a closely related field.
3. Two years experience in the management of an office staff in an administrative or supervisory capacity.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Knowledge of methods and techniques in accounting/collection
2. Knowledge of statutes governing financial control in a university setting
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 accounting, business administration, or a related field
2. Four years experience in the management of an office staff in an administrative or supervisory capacity

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Knowledge of methods and techniques in accounting/collection
2. Knowledge of statutes governing financial control in a university setting
3. Ability to direct a large office force and work effectively with faculty, students, and the public
4. Integrity
5. Initiative and good judgment