

COLLEGE BURSAR -GSC*

Function of Job:

Under general direction of designated administrator, provide leadership and direct activities of a college Bursar's office, including responsibility for proper accounting procedures in billing and receivables, collections and cashiering functions.

Characteristic Duties/Responsibilities:

1. Responsible for overall operations of student financial services, billing and receivables, collections and cashiering functions.
2. Maintain accounts receivable by reviewing, testing, and documenting general system policies, enhancements and corrections in the financial information system.
3. Analyze credit and collections system for errors, discrepancies, limitations, or problems and process corrections, coordinate account reconciliations and develop process enhancements/revisions as necessary
4. Responsible for the development, implementation, and evaluation of short and long term goals, objectives, policies and operating procedures.
5. Hire, supervise, evaluate and train staff as assigned.
6. Develop and maintain department budget and provide cost and productivity assessments.
7. Maintain knowledge of developments and directions in accounting principles and reporting practices relevant to colleges/universities, and ensure the proper maintenance of files and records, including confidential materials.
8. Provide customer-oriented staff interaction with students, parents, faculty and administrators.
9. Represent the department/college on various committees, government agencies, funding agencies, the general public/local community.
10. Meet with auditors to review account reconciliations, as requested.
10. Perform other related duties, as assigned.

Minimum Acceptable Qualifications:

2. Bachelor's degree in Accounting and five years of experience, with at least two years in a supervisory or management capacity.
3. Experience in public accounting or financial reporting/analysis for a large, complex organization.
4. Supervisory ability and computer skills.
5. Good communication skills, both oral and written, with ability to interface effectively with
6. faculty, staff, students and the public.

Additional Desirable Qualifications:

1. Master's degree in accounting or business administration.
2. Certification as a Public Accountant or Managerial Accountant.
3. Experience gained at the institution to be served.

10/01/05
System Approval

7/18/05
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised - Original approved 10/1/75 as "Bursar", and revised 2/9/81 and 7/10/90 as "Bursar II".

