



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

<b>TITLE</b>	Assistant Bursar
<b>POSITION NO.</b>	501625
<b>LOCATION</b>	Primarily Lincoln Campus
<b>REPORTS TO</b>	Assistant Controller
<b>GRADE</b>	CCRIPSA 12
<b>WORK SCHEDULE</b>	Non-Standard: 35 hours per week; evening and weekend work in excess of the 35-hour work is required during peak periods.
<b>SUPERVISES:</b>	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
<b>REVISION DATE</b>	June 2013

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**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 Flanagan Campus and as required at other locations and the coordination of these functions with the Bursar's Office at the Knight Campus.

**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 Flanagan 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.
- Prepare as needed weekly, monthly, quarterly and annual reports and analyses.
- In conjunction with the Bursar assume responsibility for the operation, maintenance and program enhancement of the automated Student Information System as these activities pertain to the Bursar's Office. Duties include but are not limited to: processing/supervising data input, resolving input errors, building system tables, purging files, testing and implementing new system releases, determining needed adjustments to the system, monitoring feeds to other automated computerized systems.
- Build, test, and maintain Refund Table (and associated forms and tables) for use with Banner and Touch net systems for all sessions each semester based on appropriate beginning and ending dates and current college refunding policies. Reconciliation and daily execution of the refund process and ACH payments.
- Manage the collections process, including but not limited to creating and monitoring A/R aging, sending collection letters, calling delinquent accounts, preparing accounts to be turned over to a collection's agency, working directly with collections agency, updating student accounts weekly, and verifying agency fee for performance.
- 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 the Bursar's Office at Knight Campus.

- Deal directly with students or others to resolve all problems and complaints concerning student accounts.
- When required, assume full responsibility of the department, all campuses, in the absence of the Bursar.

**Other Duties and Responsibilities:**

- Lift and carry boxes containing student records, reports and office supplies.
- Update, file, and/or retrieve student files, reports and other related material from files, requiring bending and/or stretching.

**LICENSES, TOOLS, AND EQUIPMENT:**

Computerized billing, receivable, collection and accounting systems and software; personal computers; calculators; adding machines; and telephone.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**REQUIRED QUALIFICATIONS:**

- A minimum of an Associate's degree
- At least five years of experience dealing with the collection and disbursement of funds
- 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 are essential.

**PREFERRED QUALIFICATIONS:**

- Associate's degree with specialization in Business Administration, Accounting, Communications or Psychology
- Experience in collection and disbursement of funds in a college setting

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