



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

|                      |   |
|----------------------|---|
| <b>TITLE</b>         | Assistant Bursar  |
| <b>POSITION NO.</b>  | 502459  |
| <b>LOCATION</b>      | Primarily at the Newport Campus 3 days a week, Providence Campus 2 days a week.   |
| <b>REPORTS TO</b>    | Assistant Controller  |
| <b>GRADE</b>         | CCRIPSA 12  |
| <b>WORK SCHEDULE</b> | Non-Standard: 35 hours per week. some evening and weekend work will be required.  |
| <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> | January 2019  |

---

**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 both the Newport and Providence campuses and as required at other locations and the coordination of these functions with the Bursar's Office at the Knight Campus. To assist in the development and implementation of new systems and procedures; to be responsible for the implementation of collection procedures and policies

**DUTIES AND RESPONSIBILITIES:**

- Responsible for all facets of the day-to-day operation of the Bursar's Office at the Newport and Providence campuses, or other designated site to include, but not limited to, opening and closing the office daily, securing all office contents, training and supervising permanent and/or temporary staff, coordinating other student related operations at the Newport and Providence Campuses, or other locations as designated.
- Under the direction of the Assistant Controller 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 Newport and Providence Campuses or 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 ensure specific policies and procedures are followed.
- Oversee and maintain the College's payment plan system. Manually create payment plans approved by the College, enter new and maintain existing codes, answer all payment plan inquires. Act as help-desk coordinator for the payment system troubleshooting issues and communicating with IT and the vendor as necessary. Test and implement system updates. Create special payment plans as necessary.
- Assist with the development of Bursar informational materials such as rate sheets, instructions, handouts, posters, and videos. Materials are to cover functions such as online payments, payment plans, 1098Ts, authorizations, promotions and contests, and other Bursar services.
- Develop and maintain content and web pages, as well as instructional videos on the Bursar Office web page. Prepare and constantly update the Bursar's Office Procedures Manual.
- Collect and post payments to the automated student information system. Contact students or other customers regarding past due obligations.
- Assist in the development and implementation of various new systems or processes.
- Process applications for participation in the College's deferred payment plan.

- Design and implement collection procedures and policies, to include, but not limited to, skip tracing procedures, mail collection formats for initial notification and reminders, and assessment and charge of late fees.
- Process and document the Bursar's portion of various tuition adjustments approved by the Dean of Students Office including, but not limited to: Tuition Appeals Committee applications, Second Chance Program applications, and General Withdrawals. Remove and adjust holds as appropriate. Place memos on student records for past due balances.
- Perform the monetary aspects of in-person registration and adjustment period at the Newport and Providence Campuses or another designated site.
- Carryout daily cashing functions including reconciliation and reporting in accordance with procedures and policies coordinated with the other Bursar sites.
- Maintain positive working relationships with internal and external contacts.
- Together with the other Assistant Bursars, refer unsuccessful collection problems to the College's collection agency and coordinate related activities between the agency and the College.
- Develop and/or analyze statistical and other reports as needed.
- 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.
- Review payment processing as well as other Bursar's Office activities regarding receivables to assist with development of improved procedures and methods.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively in a diverse, inclusive and student-centered environment, with students of various learning styles, cultures, identities, and life-experiences.
- Other duties as required.

**LICENSES, TOOLS, AND EQUIPMENT:**

Personal and mainframe computer, telephone, calculator, copy machines, fax machines.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**REQUIRED QUALIFICATIONS:**

- Associate's degree in related field including or supplemented by courses in accounting
- At least 2 years of cash handling as well as at least 2 years of credit and collection experience
- Two Years of supervisory experience.
- Working knowledge of word processing and spreadsheets
- Strong oral and written communications skills
- Ability to be assertive and professional
- Able to maintain a professional demeanor at all times, especially while conducting sensitive financial transactions.
- Must be detail oriented and self-starting with the ability to make sound judgments in a variety of situation

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