



BURSAR

Reports to: Director of Fiscal Services

Position:

Dept: Cashiering Services

Range: 34

FLSA: Exempt

EEO: Professional/Non-Faculty

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

BASIC FUNCTION:

Under general direction, provide leadership, coordinate, plan and supervise all cashiering operations and activities; responsible for student accounts, records, and control of tuition/fees receipts and student accounts receivable; coordinate disbursement of financial aid; manage, control, and reconcile district cash receipts; manage the technical aspects of the student financial system; and perform related duties as assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Supervisory Responsibilities

1. Plan, organize, and control the work of assigned staff.
2. Supervise, train, and evaluate staff performance.
3. Participate in the interviewing and hiring of department personnel.
4. Establish and monitor department plans, goals, and performance requirements that support the district and division's mission, objectives, and service standards.

Duties/Responsibilities

5. Assure timelines are met; maintain cash controls, and ensure applicable laws, regulations, policies, and procedures are applied to cashiering activities and student accounts.
6. Plan and conduct internal audits and ensure compliance with all audit requirements; develop strategies to address audit findings.
7. Administer and coordinate the preparation of reports as required by federal, state, county, and district policy; develop, analyze, and compile student account data and prepare standard and ad hoc reports.

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8. Research, respond to, and resolve student account and other cash inquiries in a professional manner and take necessary corrective actions.
 9. Assist in developing new policies and procedures as required.
 10. Oversee financial aid disbursements, collection and refund of student fees, and processing of student and third-party billing.
 11. Coordinate and participate in activities connected with the conversion, development, and maintenance of the cashing financial systems; examine student and cashing systems and recommend appropriate improvements; develop and implement processes that streamline and benefit both students and the cashing office.

OTHER DUTIES:

1. Communicate with third-party agencies to arrange payments or resolve discrepancies; approve and establish new third-party contracts with providers.
2. Set up and monitor fee deferments and waivers; coordinate and monitor disbursements of emergency loans.
3. Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail
- Strong financial management skills
- Proficiency in financial analysis and research techniques
- Knowledge of automated cashing financial systems and integrated business office software
- Knowledge of principles and practices of cashing and cash control
- Knowledge of principles and practices of effective management and supervision
- Knowledge of district practices of budgeting, purchasing and maintaining public records
- Knowledge of applicable federal, state, and local laws, rules, and regulations
- Ability to interpret, apply and explain rules, regulations, policies, and procedures in a variety of situations
- Sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues

EDUCATION AND EXPERIENCE:

Graduation from an accredited four-year college or university with a bachelor's degree in accounting, business, or a related field, and at least three years of related experience; or equivalent combination of training and experience.

LICENSES AND OTHER REQUIREMENTS:

A valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Cashiers and student workers.

CONTACTS:

Business analysts, application developers, staff, students, banks, faculty, public, department/program managers and software consultants.

PHYSICAL EFFORT:

Primarily sedentary with intermittent standing, walking, bending, and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to travel to a variety of locations on and off campus as needed to conduct district business.

EMOTIONAL EFFORT:

Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to concentrate on detailed tasks for extended periods and to work effectively under pressure with minimal direction or supervision; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

WORKING CONDITIONS:

Primarily business office environment, subject to constant employee and student contact and interruptions and intermittent exposure to individuals acting in a disagreeable fashion; occasional evening, weekend and/or holiday hours are required on an as-needed basis.